Annual Report

OF

CENTRE FOR INTERNAL QUALITYASSURANCE

(CIQA)

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2020-21

Contents

Part–I: General Information

1.1   **Date of notification of the Centre (attach a copy of the notification):**15.06.2020

   CIQA - Notification

1.2   **Details of Director, CIQA**
- **Name:** Dr. Lal C A
- **Qualification:** MA, MPhil, Ph.D.
- **Appointment Letter and Joining Report:**
  Appointment Letter – CIQA Director

1.3   **Details of CIQA Committee**:

   a.   **Composition as per Regulations**

Sl. No.	Designation	Nomination as	Name and qualification	Specialization	Date of nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof.V.P. Mahadevan Pillai, Ph.D.	Optoelectronics	15.06. 2020
b.	Three Senior teachers of HEI	Member1	Prof.P.PAjayakumar, Ph.D.	English	15.06. 2020
		Member2	Prof. R.Vasanthagopal, Ph.D.	Management	15.06. 2020
		Member3	Prof. Lal C.A, Ph.D.	English	15.06. 2020
c.	Head of three Departments or School of Studies From which programme is being offered in ODL and Online mode	Member4	Prof. S.R Sheeja, Ph.D.	Economics	15.06. 2020
		Member5	Prof. K.S Suresh Kumar, Ph.D.	Commerce	15.06. 2020
		Member6	Dr. Indu K V, Ph.D.	Hindi	15.06. 2020
d.	Two External Experts of ODL and/ or Online Education	Member7	Deputy Registrar, SDE		15.06. 2020

		Member 8	Dr.S.Nazeeb	Malayalam	15.06.2020
e.	Officials from departments of HEI • Administration • Finance	Member 9 Administration	Assistant Registrar SDE		15.06.2020
f.	Director, CIQA	Member Secretary	Dr. Lal C.A	English	15.06.2020

  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: Two
  b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	December 09, 2020	Nil	Minute 01	Minute 01
Meeting 2	June 15, 2020	Nil	Minute 02	Minute 01

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

  Not Applicable

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

  Not Applicable

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

  Not Applicable

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

Sr. No	Under – Graduate Degree Title	Dura tion (year s)	No. of Cre dits	Admission Eligibility	Fee (Rs.)	UGC Recognitio n Letter No. and date	No.of Learner Support Centre Operational ized as per territorial jurisdiction * /Off Campus	Number of students admitted (Male/ Female/Transgender)			
								M	F	T G	Total
1	BACHELOR OF ARTS (ECONOMICS)	3 Year s	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.	14655/- (Total Fee)	F.No.116-1/2017 (DEB -IV) , dated 12 February 2021	NA	30	89	0	119
2	BACHELOR OF ARTS (ENGLISH)	3 Year s	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.	13605/- (Total Fee)	F.No.116-1/2017 (DEB -IV) , dated 12 February 2021	NA	209	431	0	640
3	BACHELOR OF ARTS (HINDI)	3 Year s	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.	13605/- (Total Fee)	F.No.116-1/2017 (DEB -IV) , dated 12 February 2021	NA	13	38	0	51
4	BACHELOR OF ARTS (HISTORY)	3 Year s	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.	13605/- (Total Fee)	F.No.116-1/2017 (DEB -IV) , dated 12 February 2021	NA	276	375	1	652
5	BACHELOR OF ARTS (MALAYALAM)	3 Year s	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.	13605/- (Total Fee)	F.No.116-1/2017 (DEB -IV) , dated 12 February 2021	NA	70	165	1	236
6	BACHELOR OF ARTS (POLITICAL SCIENCE)	3 Year s	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.	13605/- (Total Fee)	F.No.116-1/2017 (DEB -IV) , dated 12 February 2021	NA	70	38	0	108
7	BACHELOR OF ARTS (SOCIOLOGY)	3 Year s	120	A Pass in Higher Secondary Examination of the State or an Examination	13605/- (Total Fee)	F.No.116-1/2017 (DEB -IV) , dated 12 February	NA	336	460	0	796

						2021					
				accepted by the University as equivalent thereto.							
8	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	120	A Pass in Higher Secondary Examination or equivalent thereto with not less than 45% marks in aggregate.SC/ST/ OBC and other eligible communities shall be given relaxation as per the University rules.	23375/- (Total Fee)	F.No.116-1/2017 (DEB -IV) , dated 12 February 2021	NA	136	41	0	177
9	BACHELOR OF COMMERCE	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto provided candidates coming from Non-Commerce group should have atleast 45% of the aggregate marks.	13345/- (Total Fee)	F.No.116-1/2017 (DEB -IV) , dated 12 February 2021	NA	430	633	0	1063
10	BACHELOR OF COMPUTER APPLICATIONS	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto with Mathematics as one of the optional subject.	18390/- (Total Fee)-	F.No.116-1/2017 (DEB -IV) , dated 12 February 2021	NA	107	62	0	169
11	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	1 Year	16	A Pass in Bachelor's degree of the University of Kerala with not less than 40% Marks , or a degree of any other University recognized as equivalent thereto with not less than 40% marks.Candidates belonging to scheduled caste scheduled tribes and other backward communities will be eligible for concession of 5% and 3% respectively.	6250/- (Total Fee)	F.No.116-1/2017 (DEB -IV) , dated 12 February 2021	NA	40	124	0	164
12	BACHELOR OF SCIENCE (COMPUTER SCIENCE)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as	17075/- (Total Fee)	F.No.116-1/2017 (DEB -IV) , dated 12 February 2021	NA	57	41	0	98

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				equivalent thereto with Mathematics as one of the optional subject.							
13	BACHELOR OF SCIENCE (MATHEMATICS)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.	15445/- (Total Fee)	F.No.116-1/2017 (DEB -IV), dated 12 February 2021	NA	18	30	0	48

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

Sr. No	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No.of Learner Support Centre Operationalized as per territorial jurisdiction * /Off Campus	Number of students admitted (Male/ Female/Transgender)			
								M	F	TG	Total
1	MASTER OF ARTS (POLITICAL SCIENCE)	2 Years	0	Graduates in Political Science, Economics, History, Philosophy, Psychology, B.A English and Communicative English/ BA Communicative English with Public Administration, English Language and Literature, Sociology, Anthropology, Law, Journalism, Commerce, Business Administration, Public	10305/- (Total Fee)	F.No.116-1/2017 (DEB - IV), dated 12 February 2021	NA	36	53	0	89

				Administration, Geography or other SocialScience subjects/ BScPsychology with not lessthan 4.5 CCPA(S)* out of 10. Graduates in Science with 6CCPA(S) out of 10 and Graduates in Engineering with 60% marks/ B.A Journalism and Mass Communication and Video Production (Career related /Restructured) / B.A Communicative English(Vocational) with Public Administration as one of the Core Subjects are also eligible. But the proportion of Engineering and Science graduates admitted should not exceed 10% of the total seats. A weightage of 100 marks be given to the candidates who have studied Political Science as Core Course.**							
2	MASTER OF ARTS (PUBLIC ADMINISTRATION)	2 Years	0	Bachelor's Degree in any branch of Science, Social Science or Bachelors Degree (irrespective of Faculty) recognized by the University of	10305/- (Total Fee)	F.No.116-1/2017 (DEB - IV), dated 12		57	95	0	152

				Kerala/ B.A Communicative English (Vocational). The minimum grade point for admission to M.A. Degree Course in Public Administration is 4.5 CCPA(S) * out of 10 as that of all other subjects under the Faculty of Social Sciences.		February 2021					
3	MASTER OF ARTS (ECONOMICS)	2 Years	0	Graduation in Economics, Mathematics or Statistics with not less than 4.5 CCPA(S) *	10305/-/- (Total Fee)	F.No.116-1/2017 (DEB - IV), dated 12 February 2021		28	205	0	233
4	MASTER OF ARTS (ENGLISH)	2 Years	0	B. A. English as Core Course securing not less than 4.5CCPA(S) * out of 10 or Graduation in any programme in the Faculties of Arts, Social Sciences, Science, Oriental Studies and Fine Arts securing not less than 5 CCPA out of 10 for English Language Courses (common courses)/B.A English & Communicative English/B.A English Language andLiterature	10305/-/- (Total Fee)	F.No.116-1/2017 (DEB - IV), dated 12 February 2021		78	398	0	476

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				under CBCS System. For Non-English degree holders, the maximum credits that can be earned in English Language Course should be at least of 19 Credits to acquire eligibility for admission. A weightage of 5% which would translate to a maximum of 40 marks will be given to the students of BA English (Honours) Programme of Govt. College for women, Tvpm.						
5	MASTER OF ARTS (HINDI)	2 Years	0	B.A. with Hindi as Core Course securing not less than 4.5 CCPA(S) / *out of 10 or B.A./B.Sc. with Hindi as additional language course securing not less than 5 CCPA* out of 10 for additional language course/B.A Functional Hindi (Vocational).	10305/-/- (Total Fee)	F.No.116-1/2017 (DEB - IV), dated 12 February 2021		5	74	1	80
6	MASTER OF ARTS (HISTORY)	2 Years	0	Graduation in any subject in the Faculty of Social Sciences or Graduation in the Faculty of Arts with English language and Literature as the Core Course securing not less than 4.5 CCPA(S) * out of 10	10305/-/- (Total Fee)	F.No.116-1/2017 (DEB - IV), dated 12 February 202		57	175	0	232

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7	MASTER OF ARTS (MALAYALAM)	2 Years	0	B.A. with Malayalam as Core Course securing not less than 4.5 CCPA(S) * out of 10 or B.A./B.Sc. with Malayalm as additional language Course securing not less than 5 CCPA out of 10 for additional language course/ B.A Malayalam and Mass Communication (Career related/Restructured)	10305/-/- (Total Fee)	F.No.116-1/2017 (DEB - IV), dated 12 February 2021		44	184	0	228
8	MASTER OF ARTS (SOCIOLOGY)	2 Years	0	Graduates in any subject irrespective of the faculty with not less than 4.5 CCPA(S)* out of 10 in PartIII optional Main subject concerned and 5 CCPA(S)* out of 10 for students of Natural Science and Professional Courses. (U.O.No. Ac.AII/3/65/2018 dated 01.08.2018)	10305/-/- (Total Fee)	F.No.116-1/2017 (DEB - IV), dated 12 February 2021		79	216	0	295
9	MASTER OF COMMERCE (FINANCE)	2 Years	0	Commerce as Core Course with not less than 4.5 CCPA(S) * out of 10 / B. Com Computer Application/ B.Com. Tourism and Travel Management (Career Related/Vocational/ Restructured)/B. Com. Tax	10935/-/- (Total Fee)	F.No.116-1/2017 (DEB - IV), dated 12 February 2021		222	815	0	1037

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				Procedure and Practices (Career Related/Vocational/ Restructured)/B.Com Actuarial Science (Vocational)/ B.Com Office Management & Secretarial Practice/B.Com Hotel Management and Catering (Career Related/ Restructured). BBA/BBS/BBM graduates are also eligible.								
10	MASTER OF LIBRARY AND INFORMATION SCIENCE	1 Year	0	Bachelors degree in Library and Information Science of the University of Kerala, or BLISc degree of any other University recognised as equivalent thereto.	9775 /-/- (Total Fee)	F.No.116-1/2017 (DEB - IV), dated 12 February 2021		11	23	0	34
11	MASTER OF SCIENCE (COMPUTER SCIENCE)	2 Years	0	Candidates for admission to PG Programme in Computer Science should have passed a Degree course with minimum 3 years duration after 10+2 in Computer Science/ Computer Application/ Electronics as Core subject or ane quivalent Degree with not less than 5 CCPA(S) out of 10 Or Any	13770/-/- (Total Fee)	F.No.116-1/2017 (DEB - IV), dated 12 February 2021		45	68	0	113

				Science Degree with minimum three years duration after 10+2with not less than 5 CCPA(S) out of10 with Computer Science/ Computer Application as one ofthe Main/ Subsidiary/ Core subject. (UO No. Ac A IV/2/53-MSc CS/2017 dated 23.10.2017). For SEBC and Physically handicapped candidates aminimum of 4.5 CCPA (S) and for SC/ST candidates aminimum pass in the Degree Examination is sufficient.(U.O. No.Ac.A IV/3/51406/ Eligibility /2014, dated 18.06.2014)							
12	MASTER OF SCIENCE (MATHEMATICS)	2 Years	0	B.Sc. with Mathematics or Statistics as Core Course securing not less than 5.5 CCPA(S) * out of 10 / B.Sc. Vocational Subjects (Three main)Optical Instrumentation, Instrumentation, Industrial Chemistry, Electrical Equipment and Maintenance and Computer Applications with one of the main subjects with a minimum of	11880/-/- (Total Fee)	F.No.116-1/2017 (DEB - IV), dated 12 February 2021		47	298	0	345

				55% marks.							
13	MASTER OF BUSINESS ADMINISTRATION	2 Years	0	Candidates seeking admission to the MBA programme must have passed the BA/B.Sc/B.Com Degree Examination of the University of Kerala or one recognized by the University as being equivalent thereto , with not less than 50% marks in the aggregate in Part III, and for all other degrees of the University of Kerala, or one recognized by the University are being equivalent thereto, 50% marks in aggregate. For SC/ST/OBC students shall be given relaxation as per University rules, however those candidates having more than 5 years supervisory experience will be given concession of 3% in their qualifying marks.	41175/-/- (Total Fee)	F.No.116-1/2017 (DEB - IV), dated 12 February 2021		170	243	0	413

** Graduates in any subjects with not less than 45% marks in Part III optional Main Subject concerned (including subsidiaries) are also eligible. A weightage of 100 marks be given to the candidates who studied Political Science under Part III Main of B.A. (UO No.Ac All/3/59/2018 dated 29-06-2018)

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 there of(Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services Provided to the learners	• Various initiatives were undertaken to ensure quality services rendered to learners, to mention a few: Services provided to learners included Online Student Portal facility, SMS alert facilities, technical help (sdetechnicalhelp@gmail.com) etc. • Measures were adopted to timely update and deliver supportive features to learners through a well-organised website (http://ideku.net/). • Admission committee monitored and managed all admission-related activities. Online admission processes were further strengthened to ease the application procedures. It immensely helped the learners to complete the application procedure from home during the lockdown period. • A dedicated Enquiry Section monitored and redressed the grievances of students directly, through mail and telephone. During the lockdown period, arrangements were made for the coordinators to work from home and address the issues and needs of students. • Course-wise PCP Time Table was made available to the students through the official website and SMS alerts. • Counselling sessions were conducted online during the lockdown period through Webex platform as per the pre-decided timetable schedule declared on the official website. • Staff and faculty trainings/ workshops/ meetings were organised online during the lockdown period. • Self-Learning Materials are meticulously reviewed by the expert panel, and the concerned committee monitored its delivery. The institution endured scrupulous efforts to distribute the	**Online Admission Portal** **Student Portal** **Prospectus** **Payment Portal**

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1		SLMs to learners before the commencement of PCP. During the lockdown period, steps were further taken to share soft copies of SLMs with the students. Term-end examinations were conducted and supervised by the exam cell at the University of Kerala.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	• The program curriculum, Self-Learning Materials and the Online and offline platforms have been continuously reviewed and verified for implementation by the Expert Committees. The Programme Project Reports have been appraised by a panel of experts. The syllabi and study material of the ODL programmes were also periodically updated. • Induction and orientation programmes were conducted systematically for newly admitted learners by the course coordinators. A weekly meeting of Coordinators of all courses with the director is held at the institution. • Infrastructure: The SDE has expanded and modernised the library, and an extensive collection of reference books is added to the library on a periodic basis. The modernisation of the seminar hall is also completed. The SDE is also providing video lectures to the students. Educational videos are made available to students through KU Padashala.	**Library** **KU Padasala – Videos that Teach**
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	The following key areas have been identified for quality maintenance: • Revision of syllabi's • Updating the SLM, Online Study material to learners • Improving the Student Support services • Arrange for feedback responses from students and teachers, • Organise workshops or seminars on quality-related themes • Personal Contact Programme and Examinations. • The learner engagement and learner support mechanisms can be strengthened through technical changes. • Assignments system, Online	**Feedback System** **Assignment Topics**

		library PCP time schedule	
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	• SDE follows the same Scheme and Syllabus offered through the regular mode. The pattern of examinations is also same for SDE students. The Controller of Examinations, University of Kerala conducts examinations of SDE. • The Eligibility Criteria for admission in the Under-Graduate and Post-Graduate Courses are confirmed to that of Conventional mode. • The examinations of the ODL programmes are conducted in the colleges affiliated to the University. The Question Paper setting follows the same procedure and process as conventional mode. Examinations are also conducted in similar process under the strict vigil of the university observers and flying squad. • The Evaluation of Term End Examinations follows the External System examination and is controlled by the Examination Regulations of the university. The results are also published on the university website and SDE official website. • Quality audits are conducted to stimulate, augment, and deliver quality assurance. • Similar to the conventional mode, SDE also has statutory committees like grievance cell, SDE Level Monitoring Committee, University Level Monitoring Committee etc. Both internal and external experts are encompassed in the respective committees. • In addition to the ODL internal faculty, external faculty members from the conventional mode of education are also involved in taking PCP classes based on the number of students registered for PCP. • On the lines of conventional mode programmes, ODL students are also provided opportunities to attend/ participate in various university events like Academic and Professional Enhancement workshops, special classes or	**Model Question Papers**

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		doubt-clearing sessions, placement drives, international/national seminars or webinars etc.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	• There is an inbuilt system on the institute website for collecting student feedback. Further, the SDE has a full-time devoted enquiry wing to address and solve the issues of the students. The students can also register their complaints through email or directly at the institute. • Students are also encouraged to contact the Grievence cell if their issues are not addressed within a time limit. • The Academic Coordinators keep in touch with learners constantly to understand and redress their issues by employing face-to-face interaction during PCP, telephonic counselling etc.	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	• There should be a constant collaboration with the subject experts to understand new developments conferences, webinars, seminars or workshops, and faculty development programmes need to be organised on ODL to polish up the delivery mechanisms. • An efficient and ideal feedback system should be established for stakeholders like learners, parents, academicians, experts and administrators to upgrade the organisation. • A mechanism to monitor and evaluate the actual performances of students need to be devised to outline strategies for future advancements. In addition, actions should be taken regarding the revision and content editing of SLM, conducting Faculty Development Programmes, Online tests and evaluation, providing hostel facilities to learners for attending offline classes, rendering technology-enabled teaching-learning methods etc. • Further, advanced teaching methods involving more participation from learners can be implemented on a trial-and-error basis to reap students' full potential and enhance their quality.	

7.	Implementation of its recommendations through periodic reviews	• The members are delegated to check the progress of stated key indicators and present their progress reports. Committee meetings are convened to monitor and evaluate the quality parameters too. • The committee may interact with the students and monitor the PCP, ensure the participation of stakeholders, suggest improvements in preparing the SLM, and ensure quality enhancement practices through periodic accreditation and audit.	
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.	• Being the nodal body of ODL programmes in HEI, the CIQA confirm the stakeholders' participation in the quality enhancement process. Feedback forms were designed to get suggestions regarding quality assurance of various university services from the stakeholders, viz. Employers, Subject Experts, Learners, Alumni and Faculties. • Compulsory PCP, Assignments for learners, Conferences, webinars, seminars or workshops, symposium and faculty development programmes are organised on ODL to polish up the delivery mechanisms.	
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	• CIQA has collected and examined the data regarding admissions, distribution of learning materials, the conduct of personal contact programmes/counselling sessions, grievances, etc., to assure the programmes' quality. • The feedback from the students was obtained, and measures were taken to address the difficulties faced by the learners. Quality enhancement services delivered to the learners include: online id card downloading facility, technical help to address academic issues, SMS alerts, postal dispatch of SLMs, online class facilities, online fee payment provisions etc.	**Feedback System**
10	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	• A dedicated programmer works with collecting, assembling and propagating precise statistics about the quality of the programmes. The admission, semester and examination registration and feedback	

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		activities are prepared online, and the data is stored on the server. Hence the statistical report is generated electronically, ensuring the report's accuracy.	
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	• The PPRs were prepared by the academic team and placed before the CIQA for approval. Later the same was placed in the Academic Council and was approved. • The Programme Project Reports for each programme were prepared as per the direction of the UGC, approved by the Statutory Body and uploaded to the SDE website.	**PPR**
12	Mechanism to ensure the proper implementation of Programme Project Reports	• The PPRs were prepared by the academic team and placed before the CIQA for approval. Later the same was placed in the Academic Council and were approved. • The Programme Project Reports for each programme were prepared as per the direction of the UGC, approved by the Statutory Body and uploaded to the SDE website.	**Statutory Body approved U.O-PPR & SLM** PPRs
13	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	• Annual reports are prepared by the institution committee on the basis of criteria specified by UGC regulations. It provides details of initiatives taken by the institution for quality assurance and best practices executed.	Annual Reports
14	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	• SDE has taken commendable efforts in restructuring Curriculum and Pedagogy to upgrade the quality of education adequately to meet the job market demands. Workshops and seminars were conducted as a part of the university placement cell to increase students' awareness about job opportunities and instill job-oriented skills in them. Furthermore, programmes were conducted at the University level to strengthen the inter-disciplinary competencies, social, life and professional skills of the learners too.	
15	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	• The learning system at SDE focuses on creating a student-centric environment to usher quality reforms in education. Active participation of learners is ensured through the effective use of library facilities, provision of	

		assignments, case studies, seminars, project-based learning, presentations and group discussions.	
16	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	• An action Plan will be prepared for performance evaluation and quality assessment of the institution guiding towards its overall performance. It further guarantees efficient and timely conduct of academic and administrative endeavours. SDE prepares the Annual Report as per the guidelines and parameters of UGC-DEB. Moreover, we maintain an institutional database for quality enhancement. As a nodal agency, the implementation and effectuation of best practices are well monitored.	Master Action Plan for Quality Ehancement
17	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	• Measures are taken to integrate academic and administrative operations for quality assurance. The academic operation of the institution is efficiently monitored. As a part of internalisation and Institutionalisation of quality enhancement mechanisms the institution directly executes and monitors the development measures adopted. Measures such as incorporating technical methods in teaching, admission procedures and feedback system, improvement in quality of teaching and research, Providing inputs for best practices, and assistance to academic and administrative audits was a significant step in this regard.	
18	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality Related initiatives or guidelines	• SDE has devised appropriate measures to coordinate between Higher Educational Institution and the Commission for various quality-related initiatives. All the guidelines stated for maintaining quality assurance were ensured as per the UGC Regulations, 2020 (ODL and online programmes).	
19	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	• Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices. includes: Tapping Innovative ideas of Faculty, Term-wise teaching plans and research activities, Students Participation in Decision Making, extension	Best Practices

		activities, peer teaching, soft skill development programmes for students, counselling to promote the mental health of students, Entrepreneurship training,teaching-learning-evaluation process on ICT mode, online library facilities, major and minor research projects for faculties, Industrial visits and Collaborations with NGOs and other important enterprises.	
20	Recorded activities under taken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	• All activities committed as a part of quality assurance by the institution were recorded appropriately for preparing the annual report. The records of the quality assurance ventures, which inlcuded plannings, inspections, audits, performance monitoring, were effectively documented to the standards.	
21	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each Academic session.	• The institution takes necessary efforts to submit Annual Reports to the Statutory Authorities at the end of each academic session about its activities.	Annual Reports
	a. Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	• SDE takes necessary efforts to annually submit a copy of report to the Commission on the notified date in the specified format by the Commission. The statutory authorities of the Higher Educational Institution will duly approve the report submitted.	
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	• The committee oversees the functioning of the Centre for Internal Quality Assurance and approves the reports generated on the effectiveness of quality assurance systems and processes. All the activities undertaken are prudently monitored and assessed.	
23	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes	• SDE has adopted an effective instructional design for its different academic programmes: This includes: Creation of well-structured and coherent course content, identifying the needs of learners and formulating constructive pedagogy; circulating video lectures of eminent scholars and relevant topics through KU Padashala; assessing learners' performance through their semester performance and developing methods for	KU Padasala-Videos that Teach

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		enhancing learners' outcome.	
24	Promoted automation of learner support services of the Higher Educational Institution	• SDE has instigated specific measures for the automation of learner support services, both academic and academic and non-academic. As a part of the automaton, e-learning contents, video classes through KU Paadashala Message Alert Service (admission confirmation, dispatch of lessons, PCP schedule,	KU Padasala-Videos that Teach
25	Coordinated with external subject experts or agencies or organisations, the activities pertainingto validation and annual review of its in-house processes	• On this front, the institution collaborates with external subject experts to convey special talks to the learners, external assessments, review syllabi and curriculum, etc.	
26	Coordinated with third party auditing bodies for quality audit of programme(s)	• Local fund (finance/accounts) and AGS audits (finance/ performance) are conducted at the institution.	
27	Over seen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	• Measures were taken to monitor and oversee the preparation of SAR.	
28	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	• SDE has a sound system collaboration and association for quality enhancement at the institution. The strengths and talents of various departments are integrated to accomplish the targets. Video conferences, monthly meetings, peer training etc, are arranged from time to time to enhance the cooperation between the team members. In addition, special lectures of eminent professors are arranged for learners, and project works in association with esteemed companies enhance the exposure of students.	
29	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	• SDE has facilitated industry-institution linkage for learners to provide exposure and enhance their employment opportunities. The University placement has made remarkable efforts in conducting placement drives, workshops and seminars to increase students' awareness about job opportunities and instill job-oriented skills to them.	

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

Sr. No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	a. The institution has filled all the sanctioned positions as prescribed by the Commission. Assistant professors on a contract basis were appointed to fill the pending sanctioned posts. A credible governance system is established by ensuring effective participation, transparency, responsibility and accountability. b. The institution's management has taken necessary measures to assess and review the organisational culture to achieve its goals. The higher authorities from HEI, including the VC, PVC and SDE director, and the different committees constituted for various areas, manage the institution meticulously. c. Plans to implement are constituted annually based on the needs and proposals of various departments. d. The committee takes the initiative to prepare operational development plans for the institution. A proper accounting system is also maintained to exhibit transparency of the system.	
2.	Articulation of Higher Educational Institution Objectives	• The HEI vision and mission are articulated through the courses offered at ODL. The syllabus, programme and exam pattern and consistent with the HEI goals and objectives.	
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development	a. Curriculum Planning, Design and Development are carried out by the expert cell approved by HEI level.	**Scheme & Syllabus** **Prospectus**

23	b. Curriculum Implementation	b. Curriculum Implementation is instigated with a definite time framework as the concerned committees decide.	**Feedback System**
	c. Academic Flexibility	c. Academic flexibility is offered to learners by allowing them to select open courses (interdisciplinary options). Vertical mobility is ensured by enhancing learner interaction with reputed organisations to do projects and assignments	
	d. Learning Resource	d. The Higher Educational Institution safe guards the provision of quality learning resources: Self Learning Materials (SLMs), both soft copy and hard copy, e-learning material through KU Padashala, PPTs of lectures etc.	
	e. Feedback System	e. The curricula are revised and re-designed based on feedback from all stakeholders at regular intervals.	
4.	Programme Monitoring and Review	• Programme monitoring and review system are conducted through periodic internal reviews through direct and indirect assessments in the form of: test papers, online assessments through MCQ, seminars, practical assessments etc. • The quality of academic programmes is thus ensured.	
5.	Infrastructure Resources	• The Higher Educational Institution provides quality infrastructure facilities to its stakeholders. This includes an Amenity room, library, wi-fi facility, computer lab. Theatre class room, seminar hall, snack bar, print and payment assistance etc.	
6.	Learning Environment and Learner Support	• The learner support services including academic counselling and library services are provided to learners. SDE has a well-equipped library with plenty of attractive, well-built, and well-illustrated academic books, previous question papers, journals and periodicals. Information and Communication Technology facilities are delivered through well-furnished computer lab with 40 computers. • Blended learning is accomplished by incorporating online learning	**Library** KU Padasala-Videos that Teach

Sr. No		Action taken	Upload

| 7. | Assessment and Evaluation | • Institution implements the evaluation through various assessment tools. Online assessments are conducted through Google form responses through multiple-choice questions. Students need to prepare Projects towards end-semester. They must submit assignments and case-studies for each subject in all semesters as part of continuous assessment. Seminar presentations and term-end examinations are also organised for evaluation. | **Result**

Assignment Topics |
| 8. | Teaching Quality and Staff Development | • Capacity building workshops, and staff development programmes are initiated to enhance and improve the teaching outcome faculties. | **Workshop** |

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

Sr. No	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Academic Planning	• Appropriate academic planning procedures are undertaken through well-timed curriculum revision and SLM updations. Students' exam scores are compared to evaluated to understand the value-added learner experience. The institution is taking necessary steps to fill the vacant teaching positions too. The computer lab, Theatre classroom, library and seminar hall are reformed to exhibit quality learning experiences to students.	
2.	Validation	• The academic viability of programmes is ensured through periodic expert committee review.	

3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes)	a. Learner Support Centres are not available.	
	b. Reports from Examination Centres	b. Reports of conduct of examinations in both Open and Distance Learning Mode and Online modes, are collected periodically from Examination Centres.	
	c. External Auditor or other External Agencies report	c. The Higher Educational Institution considers the comments made by External auditors and experts such as local fund and AGS audits (finance and performance).	
	d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels	d. Easy access is ensured for performance monitoring information such as course pass rates, learner entry profiles and progression and achievement reports are available through a web-based application.	
	e. Reporting and Analytics by the Higher Educational Institution	The student reports can be evaluated through web-based applications to analyse learner and academic analytics for Performance assessment.	

Part–III: Human Resources and Infrastructural Requirements

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

> Dr. R Vasanthagopal
>
> Professor & Director
>
> Full – Time Regular Appointment
>
> Qualification : M.Com, M.Phil, Ph.D.
>
> Salary: Academic level 14
>
> Appointment Letter:

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

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes / No	If no. reason there of
BACHELOR OF ARTS (ECONOMICS)	3	2	No	
MASTER OF ARTS (ECONOMICS)				
BACHELOR OF ARTS (ENGLISH)	3	4	Yes	
MASTER OF ARTS (ENGLISH)				
BACHELOR OF ARTS (HINDI)	3	3	Yes	
MASTER OF ARTS (HINDI)				
BACHELOR OF ARTS (HISTORY)	3	2	No	
MASTER OF ARTS (HISTROY)				
BACHELOR OF ARTS (MALAYALAM)	3	3	Yes	
MASTER OF ARTS (MALAYALAM)				
BACHELOR OF ARTS (POLITICAL SCIENCE)	3	3	Yes	
MASTER OF ARTS (POLITICAL SCIENCE)				
BACHELOR OF ARTS (SOCIOLOGY)	3	2	No	
MASTER OF ARTS (SOCIOLOGY)				
BACHELOR OF BUSINESS ADMINISTRATION	3	3	Yes	
MASTER OF BUSINESS ADMINISTRATION				
BACHELOR OF COMMERCE	3	3	Yes	
MASTER OF COMMERCE (FINANCE)				
BACHELOR OF LIBRARY AND INFORMATION SCIENCE	3	2	No	
MASTER OF LIBRARY AND INFORMATION SCIENCE				

BACHELOR OF SCIENCE (COMPUTER SCIENCE)	3	3	Yes	
MASTER OF SCIENCE (COMPUTER SCIENCE)				
BACHELOR OF SCIENCE (MATHEMATICS)	3	2	No	
MASTER OF SCIENCE (MATHEMATICS)				
MASTER OF ARTS (PUBLIC ADMINISTRATION)	2	2	Yes	

S. No.	Programme Name	No. of Full time-Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/Contract) with gross salary	Date of Joining programme and Joining report
1	BACHELOR OF ARTS (ECONOMICS)	2	Dr.Vineetha T	Assistant Professor	MA, PhD	1 year	Contract	Appointment Order
2	MASTER OF ARTS (ECONOMICS)		Dr.S.RSheeja	Associate Professor	MA, PhD	14 years	Regular	Appointment Order
3	BACHELOR OF ARTS (ENGLISH)	4	Asha Asok	Assistant Professor	MA, MPhil	2 years	Contract	Appointment Order
			Aswathy Ramachandran	Assistant Professor	MA,M Phil	1 year	Contract	Appointment Order
4	MASTER OF ARTS (ENGLISH)		Dr. Lal C.A	Professor	MA,Ph D	25 years	Regular	Appointment Order
			Dr. P PAjayakumar	Professor	MA,Ph D	33 years	Regular	Appointment Order

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5	BACHELOR OF ARTS (HINDI)	3	Dr.Rajan T.K	Assistant Professor	MA,PhD	7 years	Regular	Appointment Order
6	MASTER OF ARTS (HINDI)		Dr.Indu K.V	Assistant Professor	MA,PhD	7 years	Regular	Appointment Order
			Dr.Deepak K.R	Assistant Professor	MA,PhD	7 years	Regular	Appointment Order
7	BACHELOR OF ARTS (HISTORY)	2	Dr.S.Venu Mohan	Assistant Professor	MA, PhD	10 years	Regular	Appointment Order
8	MASTER OF ARTS (HISTROY)		Dr. Shaji A	Professor	MA, PhD	21 years	Regular	Appointment Order
9	BACHELOR OF ARTS (MALAYALAM)	3	Dr. S.Nazeeb	Assistant Professor	MA, PhD	7 years	Regular	Appointment Order
			Dr.S.Suja	Assistant Professor	MA, PhD	10 years	Regular	Appointment Order
10	MASTER OF ARTS (MALAYALAM)		Dr.A.M Unnikrishnan	Professor	MA, PhD	32 years	Regular	Appointment Order
11	BACHELOR OF ARTS (POLITICAL SCIENCE)	3	Aby T Suresh	Assistant Professor	MA, NET	3 years	Regular	Appointment Order
			RenojN.K	Assistant Professor	MA, NET	5 months	Regular	Appointment Order

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12	MASTER OF ARTS (POLITICAL SCIENCE)		Dr.Rose Mary George	Assistant Professor	MA, PhD	12 years	Regular	Appointment Order
13	BACHELOR OF ARTS (SOCIOLOGY)	2	Maya S.	Assistant Professor	MA, NET	13 years	Contract	Appointment Order
14	MASTER OF ARTS (SOCIOLOGY)		Dr.Asha V.	Professor	MA, PhD	23 years	Regular	Appointment Order
15	BACHELOR OF BUSINESS ADMINISTRATION	3	Dr.K.Mushthaq Ahammed	Assistant Professor	M.Com, M.B.A, Ph.D	11 years	Regular	Appointment Order
			Dr. R Vasanthagopal	Professor	M.Com, M.Phil ,Ph.D	23 years	Regular	Appointment Order
16	MASTER OF BUSINESS ADMINISTRATION		Dr.B.Shaji	Assistant Professor	M.B.A, Ph.D	16 years	Contract	Appointment Order
17	BACHELOR OF COMMERCE	3	Dr. R Vasanthagopal	Professor	M.Com, M.Phil , Ph.D	23 years	Regular	Appointment Order
			Dr.Balu B.	Assistant Professor	M.Com, M.Phil, Ph.D	9 years	Regular	Appointment Order
18	MASTER OF COMMERCE (FINANCE)		Dr.K.S. Suresh Kumar	Professor	M.Com, M.Phil, Ph.D	21 years	Regular	Appointment Order

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19	BACHELOR OF COMPUTER APPLICATIONS	2	Arya S.V	Assistant Professor	M.Tech, NET	5 months	Contract	Appointment Order
			Liji I.H	Assistant Professor	M.Tech, NET	4 years	Contract	Appointment Order
20	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	2	Salma M.S	Assistant Professor	M.LISc, M.Phil	5 months	Contract	Appointment Order
21	MASTER OF LIBRARY AND INFORMATION SCIENCE		Dr.Mohana Kumar T	Assistant Professor	M.LISc, Ph.D.	4 years	Contract	Appointment Order
22	BACHELOR OF SCIENCE (COMPUTER SCIENCE)	3	Liji I.H	Assistant Professor	M.Tech, NET	4 years	Contract	Appointment Order
			Krishna S.S	Assistant Professor	M.Tech, NET	7 years	Contract	Appointment Order
23	MASTER OF SCIENCE (COMPUTER SCIENCE)		Arya S.V	Assistant Professor	M.Tech, NET	5 months	Contract	Appointment Order
24	BACHELOR OF SCIENCE (MATHEMATICS)	2	Suchithra S.S	Assistant Professor	M.Sc, M.Phil, NET	5 months	Contract	Appointment Order
25	MASTER OF SCIENCE (MATHEMATICS)		Dr.K.S.Zeenath	Professor	M.Sc, M.Phil, Ph.D.	35 years	Regular	Appointment Order

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26	MASTER OF ARTS (PUBLIC ADMINISTRATION)	2	Dr.Ajitha S	Assistant Professor	MA, PhD	12 years	Regular	Appointment Order
			RenojN.K	Assistant Professor	MA, NET	5 months	Regular	Appointment Order

3.3 Details of Administrative staff

Number of Administrative staff available exclusively for ODL programmes at HQ

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	1
Assistant Registrar	1	2
Section Officer	1	10
Assistants	3 (2 for DM Universities)	27
Computer Operator	2	7
Multi-Tasking Staff	2	15

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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 fulltime faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognized HigherEducationalInstitutionsonlyshouldbeassociatedtofunctionasinvigilators,examinationsuperintendents, as observers etc	**Yes**	
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any Private organizations or unapproved Higher Educational Institutions.	**Yes**	
4	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	**Yes**	
5.	The number of examination centres in a city or State must be proportion at 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 buildings the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	**Yes**	
12.	Provision of drinking water must be made for learners	**Yes**	
13.	Adequate parking must be available near the Examination centre	**Yes**	
14.	Facilities for Persons with Disabilities should be available	**Yes**	

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

S. No.	Provisions in Regulations	Whether complied Yes/No If Yes, 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.	Yes Examination Guidelines	
2	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	Yes Examination Guidelines	
3	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;	Yes	

	ii) For Open and Distance Learning mode: the learner has minimum attendance of75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/ Regional Centre/ Higher Educational Institution.		
4	The curricular aspects, assessment criteria and credit frame work for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes	
5	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 percent. (ii) Summative assessment (end semester examination or term end examination): Minimum 70 percent. term end examination):Minimum70percent.	Yes Question Paper	
6	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes Examination Guidelines	
7	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes 	
8	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Yes Examination Guidelines	
9	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Yes Examination Centres	
10	(a) The Examination Centre shall have proper monitoring	Yes	

	mechanisms for Closed-Circuit Television (CCTV)recording of the entire examination Procedure		
	(b) Availability of biometric system	No	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	No	
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular in charge of examination centre to the Higher Educational Institution	No	
11	The Higher Educational Institution shall retain all such Closed-Circuit Television recordings in archives for a minimum period of five years	No	
12	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Dr. Rajan T K, Assistant Professor	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	 [Observer Report](#)	
13	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	Yes	
	(b)The Exams shall be under the direct Control and responsibility of the Open and Distance Learning mode Institution	Yes	
14	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools ,etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher	Yes	

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	Educational Institutions		
15	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations	Not Applicable	
16	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes	

17	(a) Each award of Degree at under graduate and postgraduate level and postgraduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have
	  i. Photograph
	  ii. Aadhaar number or other government recognized identifier or Passport number, as applicable,
	  iii. Other relevant details of the learner along with the Programme name.
		No	The University of Kerala has a General format for issuing Degrees / certificates and mark sheets. At present, the date of completion of Degree (date of declaration of result) only is printed on the front page of Final mark sheet. Inclusion of Photograph, aadhar number and other relevant details in the Degrees/certificates and mark sheets is under consideration of the University.

	(b) Each award shall also be uploaded on the National Academic Depository	No	University of Kerala has initiated the process of Application Programme Interface (API) integration with National Academic Depository (NAD) - Digi Locker. Once the integration process is completed,

| 18 | It shall be mandatory for Higher Educational Institution to mention the following on the back side of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i)Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv)Name and address of all Learner Support Centres (only for Open and Distance Learning); (v)Name and address of all Examination Centres. | . | The University of Kerala has a General format for issuing Degrees/certificates and mark sheets. At present, the date of completion of Degree (date of declaration of result) only is printed on the front page of Final mark sheet. Inclusion of Mode of delivery, date of admission and details of Examination Centres in the Degrees/certificates and mark sheets is under consideration of the University |

(Previous cell, top): records will be made available at NAD - DigiLocker portal.

4.3   Whether any examination held through online mode. –No

4.4   Result and Student Progression

For UG and 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
September – October 2020	B.A Economics	119	86	80	93.02	-
	B.A English	640	387	367	94.83	-
	B.A Hindi	51	32	29	90.63	_
	B.A History	652	336	311	92.56	-
	B.A Malayalam	236	130	123	94.62	-
	B.A Political Science	108	49	44	89.80	-
	B.A Sociology	796	454	407	89.65	-
	BBA	177	103	89	86.41	-
	BCA	129	134	132	98.51	-
	B.LISc	164	115	113	98.26	-
	B.Sc Computer Science	98	68	65	95.59	-
	B.Sc Mathematics	48	19	18	94.74	-
	B.Com	1064	735	484	89.19	-
	M.A Economics	233	166	150	90.36	-
	M.A English	476	326	307	94.17	-
	M.A Hindi	80	63	62	98.41	-
	M.A History	232	172	166	96.51	-
	M.A Malayalam	228	156	148	94.87	-
	M.A Political Science	89	60	54	90.00	-
	M.A Sociology	295	200	193	96.50	-
	M.A Public Administration	152	87	79	90.80	-
	M.Sc Computer Science	113	68	58	85.29	-
	M.Sc Mathematics	345	203	132	65.02	-
	MBA	413	200	188	94	-
	M.LISc	34				Result not published
	M.Com (Finance)	1037	760	731	96.18	

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Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)

5.1   Compliance status of 'Guidelines on Programme Project Report' – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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 of each programme is prepared following the stipulations set down by the UGC, and is approved by the statutory academic bodes of the University.

PPR_SLM_Approval U.O

Programme Project Report

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

The University has followed with the "Quality Assurance Guidelines of Learning Material in Multiple Media And Curriculum And Pedagogy" requirements laid out by UGC.

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

SLM in the form of printed material in the format stipulated by the UGC is prepared and provided for each course under various programmes.

PPR_SLM_Approval U.O

Sample SLM

Part–VI: Programme Delivery through Learner Support Centre (LSC) – <mark>Not Applicable</mark>

6.1Details of personal contact programmes implemented: Please provide information in respect of programmes at UG, PG and PGD Programmes

S. No.	Programmes name	Centre Name	No. of centres con ducted PCP	No. of PCPhelde veryyear	Total no. of students registered in the programme	No. of Students Attended on an average basis
	UG					
	PG					
	PGD					

6.2   Compliance status of 'Learner Support Centre'–AsperAnnexure–

VIIIofUGC(ODLProgrammesandOnlineProgrammes)Regulations,2020

6.3 LSCwiseenrollmentdetails(NotforPrivateUniversity)

Sr. No.	Name& Addresso fCollege/ institute where LSCisest ablished(withPin Code)	ThisLS CisLSC ofhow manyHE Is? (No.and Names)	If yes,Allt he HEIs in same Stateast hatofth eLSC?	NameofH EItowhic hCollege/ instituteis affiliated(whereLS Cis established)	Whetherth eCollege/i nstituteispr ivateorGo vt(whereL SCisestabl ished)	Nameand ContactD etailsofC oordinato randCoun selor	Qualificati onofCoord inatorandC ounselor	No.ofC ounsellors	Progra m- mesoffe red	Total Enrolle dstude nt.
1.										
N.										

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

6.4 Off campus details(For Deemed to be University)

Sr. No.	Name & Address of Off campus (PinCode)	ApprovalofGov tofIndiathrough notificationpub lishedintheOffi cialGazette	NameandCont actDetailsofC oordinatorand Counselor	Qualificationo fCoordinatora ndCounselor	No.ofCouns ellors	Program-mesoffered	TotalEnr olledstud ent.
1.							
N.							

6.5 DeliveryofSelf-LearningMaterial

Type	Date of Admission (for Julyand **J**anuary)	Date of delivery SLM	Whether SLM delivered to
			learners within afortnight fromthedateof admission
Printing Material			
Audio-Video Material			
Online Material			
Compute based Material			

6.6 Whether any course in a particular programme was allowed through OER/Massive Open Online Courses:Y/N

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course(if any)	Duration of theCourse	No. of Credits assigned to the Course	Percentage of total courses inaparticular programmein a semester (Semester wise programmes wise)

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

Part – VII: Self Regulation through disclosures, declarations and reports

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

S.No.	Provision	CompliedYes/Nowithexplicitlinkaddress	Ifno. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes **Disclosure**	
	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 Open and Distance Learning mode	**Yes** **Establishing Act - ODL**	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	**Yes** **Commission Order**	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme , duration, eligibility for enrolment, programme fee, programme structure	**Yes** **Prospectus**	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring,programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learne r Support Centres with addresses and contact details (for Open and Distance Leaning mode), their working hours and counselling (for	**Yes** **Prospectus**	

	Open and Distance Learning mode)Schedule;		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback there on , examinations, result declarations etc.	**Yes** Academic & Examination Calendar 2020-21 Feedback Result	
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, ifany	Yes Feedback	
8.	Information regarding all the programmes recognized by the Commission	**Yes** **Commission Order**	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or postgraduate diplomas awarded	**Yes** **Enrolment Details** Result	
10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	**Yes** SLM Details	
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	**Yes** **FAQ**	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	**Not Applicable**	

13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	**Yes** **Examination Centres**	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	Yes	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	**Yes** Academic & Examination Calendar 2020-21	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Yes Academic Audit	

Part – VIII: Admission and Fees

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

S.No	Provision	Whether being Complied Yes / No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved intake in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	**Yes**
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the Enrolment in valid	**Yes**
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	**Yes**

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4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	**Yes**
5.	The fee waiver and /or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	**Yes**
6.	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	**Yes**
7.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	**Yes**
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely,as mentioned at sr.no. '8(a)' to '8(k)' below	
8.(a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment	**Yes**
8.(b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	**Yes**
8.(c)	The number of seats approved in respect of each programme of Open and Distance Learning mode, which shall be in consonance with the resources	**Yes**
8.(d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	**Yes**

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8.(e)	The minimum educational qualifications required for admission in programme(s)specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	**Yes**
8.(f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	**No**
8.(g)	Details of the teaching faculty, including there in the educational qualifications and teaching experience of every member of its teaching faculty and also indicating there in whether such member is employed on regular or contractual basis or any other	**Yes**
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
8.(i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes
8.(j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes
8.(k)	Activityplannerincludingalltheacademicactivitiestobecarriedoutbythe higher educational institution during the academic sessions	Yes
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation feeordemandanydonation,bywayofconsiderationforadmissiontoanyseat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or in directly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or Other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of stud which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner	Yes

	and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	
14.	No Higher Educational Institution shall, issue or publish-

(a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised;

(b)   any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person 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 |

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

An effective Grievance Redressal Mechanism is in place. The University of Kerala has a Grievance Redressal System and Procedure which is published on its portal, updated from time to time. There is an online facility for submitting grievances and track their status, and a faculty member is 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.

    To nominate Dr. Shaji. A., Professor of History, School of Distance Education as 'Nodal Officer' for managing and monitoring the **Grievance Redressal Mechanism'**.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
574	574

9.3 Complaint Handling Mechanism

1. To nominate Dr. Shaji. A., Professor of History, School of Distance Education as 'Nodal Officer' for managing and monitoring the **Grievance Redressal Mechanism'**.

1. To open a website link (https://keralauniversity.ac.in/ugc-grievance) in the University website for lodging complaints students in the University level.

2. Facilitates the students / complainants to lodge their grievance, send reminders and view the status of action taken regarding their grievances.

3. The students belonging to SC, ST and OBC category can lodge their grievance through the portal which is visible to the Nodal Officer who in turn take remedial measures and upload the result through the same portal.

Nodal Officer:

Dr.Shaji A.

Professor in History, SDE, University of Kerala

Email:shajideepam@keralaunivesity.ac.in

9.4 Details of Complaints received from UGC(DEB)

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

Part–X: Innovative and Best Practices

10.1 Innovations introduced during academic year

1. Academic support to students 24*7 by dedicated Programme coordinators which includes Personal Counselling when necessary, through WhatsApp and Telegram groups.

2. Induction Programme at the beginning of the first semester for all programs. This is to provide orientation with regard to their respective course and other details related to them.

3. Classes follow the offline/ online mode and each class's recordings are shared in the respective WhatsApp/Telegram groups.

4. State of the art Theatre Classroom

5. Campus Cycling facilities available to the students of SDE

10.2 Best Practices of the HEI

1. A dedicated website exclusively to share the information, with the students, that is updated on a regular basis

2. Following online facilities are available to the students: Registration for semesters and examinations, Hall Ticket and Mark lists (draft) download option and Access to respective student portals, Student Feedback facility

3. Swift SMS alerts are sent to the students on matters related to PCP, SLM, Assignments, and Examinations.

4. Additional reading materials, resources, and links are also shared in these groups

5. We have in place a dedicated YouTube channel like SDE Padasala and the digital repository of the University of Kerala, the KU Padasala with numerous videos on various topics presented by experts.

6. Exclusive space for teachers to record, edit and upload academic videos

7. A well-stocked multidisciplinary automated library open for students. The library can be accessed by research scholars too.

8. Peer Reviewed Multi-Disciplinary Biannual Research Journal of the School of Distance Education, DEK Researcher (ISSN 2349-6924)

9. Seminars, Webinars, and Talk Series on recent trends

10. Eco-friendly campus and precincts

11. Staff and Students have access to free Wi-Fi

12. A well-functioning Alumni Association (IDEAA) supporting students academically and financially.

10.3   Details of Job Fairs conducted by the HEI

The University approved (November 2012) to constitute 'Permanent Placement Cell' for managing and supervising the campus recruitment. A placement cell is functioning in the University with Associate Professor, Department of Economics as the Convener of the Placement Cell.

- ASAP Kerala and Kerala University Placement Cell host discussion on 'Students and Industry-Centered Education'

10.4   Success Stories of students of ODL mode of the HEI

- Bineesh S.J., a first-year MA English Language and Literature student presented a paper titled *Teaching English through Technology* at the national webinar on **Content-Based Language Teaching: Implications for ESL in India**was organized by the School of Distance Education, University of Kerala

10.5   Initiatives taken towards conversion of SLM in to Regional Languages

Steps are taken by the institution to publish the SLM in Regional Languages.

10.6   Number of students placed through Campus Placements

Nil

10.7   Details of Alumni Cell and its activity

1. Conducted a day-long National seminar on **Film and Literature** in association with the Department of Hindi, University of Kerala

2. Provide economic support to students from weaker economic backgrounds to aid their learning.

3. Campus beautification

4. Advance funds for classes / events for the students at SDE

10.8   Any other Information

- A three-day National webinar on **Content-Based Language Teaching: Implications for ESL in India** was organized by the School of Distance Education, University of Kerala

DECLARATION

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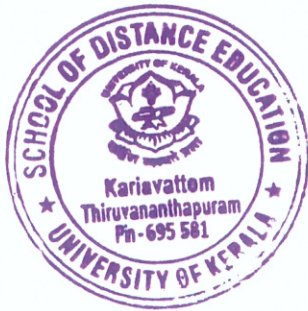
Signature of the Director:

Name: Prof. (Dr.) Lal C.A

Seal:

Date:

Dr. Lal C. A.
Professor & Director
School of Distance Education
University of Kerala, Kariavattom
Thiruvananthapuram-695 581

Signature of the Registrar:

Name: Prof. (Dr.) K. S. Anil Kumar

Seal:

Date:

DR. K.S. ANIL KUMAR
REGISTRAR
UNIVERSITY OF KERALA