

**SASTRA Deemed To Be University:**

# **Annual Report**

**OF**

**CENTRE FOR INTERNAL QUALITY ASSURANCE (CI  
QA)**

**PROGRAMMES UNDER**

**ONLINE MODE**

**2024**

## Contents

<b>Part-I:GeneralInformation.....</b>	<b>3</b>
<b>Part-II:RequirementsasperCIQA Functioning .....</b>	<b>7</b>
<b>Part-III:HumanResourcesandInfrastructuralRequirements.....</b>	<b>14</b>
<b>Part-IV:Examinations.....</b>	<b>18</b>
<b>Part-V:ProgrammeProjectReportande-LearningMaterial .....</b>	<b>27</b>
<b>Part-VI:ProgrammeDeliverythroughLearningPlatform.....</b>	<b>28</b>
<b>Part-VII:SelfRegulationthroughdisclosures,declarations&amp; reports .....</b>	<b>30</b>
<b>Part-VIII:AdmissionandFees.....</b>	<b>34</b>
<b>Part-IX:GrievanceRedressalMechanism.....</b>	<b>40</b>
<b>Part-X:InnovativeandBestPractices .....</b>	<b>41</b>
<b>DECLARATION.....</b>	<b>42</b>

**Part-I:GeneralInformation****1.1 DateofnotificationoftheCentre(attachacopyofthenotification): 01-07-2024**[UploadPDF](#)**1.2 DetailsofDirector,CIQA**

- Name: Dr. Y B Venkatakrishnan
- Qualification: Ph,D.
- AppointmentLetterandJoiningReport:Annexure 1.2

**1.3 DetailsofCIQACommittee:****a. CompositionasperRegulations**

S. No.	Designation	Nominations	NameandQualification	Specialization	DateofNominationinCIQA committee
a.	Vice Chancellor of theUniversity	Chairperson	Dr. S.Vaidhyasubramaniam	Management	02-Dec-2018
b.	Three Senior teachersofHEI	Member1	Dr.B. Shanthi	Computing	28-Nov-2023
		Member2	Dr. R Renganathan	Management	28-Nov-2023
		Member3	Dr. G Dhinakaran	Civil Engineering	28-Nov-2023
c.	Head of three Departments or School of Studies Fromwhich programme is being offered in ODL & Online mode	Member4	Dr. K.Uma Maheshwari	School of Art Sciences, Humanities & Education	28-Nov-2023
		Member5	Dr. V.S. Shankar Sriram	Computer Science & Engineering	28-Nov-2023
		Member6	Dr.S. Selva Bhaskar	Management	28-Nov-2023
d.	Two External ExpertsofODLand/or OnlineEducation	Member7	Shri.R.Krishnaswamy		28-Nov-2023
		Member8	Shri, AnanthaRaman		28-Nov-2023

**HEI # 0476**

**SASTRA**

**Type :HEI**

e.	Officialsfrom departmentsofHEI	Member9 Administration	Shri. A R Vijay	Assistant Registrar	28-Nov-2023
----	-----------------------------------	---------------------------	-----------------	------------------------	-------------

HEI # 0476

SASTRA

Type :HEI

S. No	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA committee
	<ul style="list-style-type: none"> <li>Administration</li> <li>Finance</li> </ul>		Shri. Ganapathy Subramaniam	Deputy Registrar	28-Nov-2023
		Member 10 Finance	Shri. S Kalyana Sundaram	Finance Officer	28-Nov-2023
f.	Director, CIQA	Member Secretary	Dr. Y. B. Venkatakrishnan	Mathematics	28-Nov-2023

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: 2

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	15 March 2023		upload	Annexure 1.4b-1
Meeting 2	25 January 2024		upload	Annexure 1.4b-2

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

From <Month, Year> academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	Number of students admitted (Male/Female/Trans-gender)				
								M	F	TG	Total	
1.	NA											
N.												

Note: Mention details separately for <Month, Year> academic session, as applicable, as above.

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

From &lt;Month, Year&gt; academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	Number of students admitted (Male/Female/Trans-gender)				
								M	F	TG	Total	
1.	NA											
N.												

Note: Mention details separately for <Month, Year> academic session, as applicable, as above.

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

From &lt;Month, Year&gt; academic session: TO BE EXTRACTED FROM WEB PORTAL

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)				
							M	F	TG	Total	
1.	NA										
N.											

Note: Mention details separately for <Month, Year> academic session, as applicable, as above.

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

Sr. No.	Under-Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	BCA Jan Batch	3 YEARS	120	10 AND 12 TH PASSED	20000	F-1-1 / 2020	39	26		65
2.	BCA Jul Batch	3 YEARS	120	10 AND 12 TH PASSED	20000	F-1-1 / 2020	66	57		123
3.	BCom Jan Batch	3 YEARS	120	10 AND 12 TH PASSED	20000	F-1-1 / 2020	8	10		18
4.	BCom	3 YEARS	120	10 AND 12 TH	20000	F-1-1 / 2020	190	220		410

**HEIID:****NameofHEI:****TypeofHEI:**

	Jul Batch			PASSED						
5.	BBA Jan Batch	3 YEARS	120	10 AND 12 TH PASSED	20000	F-1-1 / 2020	7	2		9
6.	BBA Jul Batch	3 YEARS	120	10 AND 12 TH PASSED	12000	F-1-1 / 2020	12	0		12

**1.9 NumberofprogrammesstartedatPost-graduateDegreeProgrammesasperCommissionOrder:**

Sr. No.	Under-GraduateDegree Title	Duration(y ears)	No.o fCredits	AdmissionEligibility	Fee( Rs.)	UGC Recognition LetterNo.andedate	Numberofstudentsad mitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	MCA Jan Batch	2 YEARS	80	10 +2, and UG any discipline	50000	F-1-1 / 2020	202	154		356
2.	MCA Jul Batch	2 YEARS	80	10 +2, and UG any discipline	50000	F-1-1 / 2020	166	113		279
3.	MBA Jan Batch	2 YEARS	80	10 +2, and UG any discipline	55000	F-1-1 / 2020	222	119		341
4.	MBA Jul Batch	2 YEARS	80	10 +2, and UG any discipline	55000	F-1-1 / 2020	225	169		394
5.	MSc Data Science Jan Batch	2 YEARS	80	10 +2, and UG any discipline	50000	F-2-1 / 2024	21	9		30
6.	MA Sanskrit	2 YEARS	62	10 +2, and UG any Discipline with Kovida orVisakshana or Praveen	9000	F-1-1 / 2020	50	30		80
7.	M.A. DIVYA PRABANDHAM	2 YEARS	64	10 +2, and UG any discipline	9000	F-1-1 / 2020	16	18		34

**Note: Mention details separately for <Month, Year>academic session, as applicable,asabove.**

**Part-**

**II:RequirementsasperCentreforInternalQualityAssurance(CIQA)Functioning**

**2.1 ActiontakenonthefunctionsofCIQA:-**

HEIID:

Name of HEI:

Type of HEI:

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	To name a few contributions in maintaining quality in learner services: 1. Support and guide learners thru' various modes like email, online platforms broadcast, synchronous meetings with proactive and prompt responsive Communication. 2. Provide learners with subject matter expert and assign more than 1 faculty to back up as a best practice. 3. Dedicated Academic and Admission support teams to respond their queries be in technical, academic or administration related. 4. Continuous feedback mechanisms: Surveys polls, Feedback about course and faculty, suggestion in discussion forum, emails are actively assessed for continuous improvement of life cycle of online education 5. In addition to subject faculty, course coordinators, student relationship manager are assigned to track and follow up on their course progress	

**HEIID:****NameofHEI:****TypeofHEI:**

		6. Course curriculum updated on par with industry rapid changes and faculty also goes through FDP	
2.	Self-evaluative and reflective exercise undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	1. Internal assessments streamlined as per regular to three continuous assessment 2. Additional self-assessment encouraged during webinar interactive sessions	
3.	Contribution in the identification of the key areas in which Higher Education all Institutions should maintain quality	Syllabus and course curriculum outcomes reviewed in academic council meetings and changes incorporated as per the industry experts and academic experts in both core & elective papers. Accordingly, the course objective, syllabus and assessment get amended	
4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	1. SASTRA follows the 4Q format approach with a versatile LMS where features like interactive discussion board / community simulate in person learning experience. The learners at the "Anytime, Anywhere and Any device" model can access the recorded lectures and related documents.  2. Faculties, teaching resources are updated and leveraged across online and offline	

**HEID:****Name of HEI:****Type of HEI:**

HEID:	Name of HEI:	Type of HEI:	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Learners, Teachers, Corporate feedback obtained both - formally and informally through questionnaires. However parents feedback not in place.	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	SASTRA believes in continuous improvement as a consequence, below are some of the upgradations done 1) Course outcome reviewed as a consequence syllabus updated based on industry and academic experts feedback 2) 4Q e-material upgraded to cater to change in curriculum 3) Faculty members get trained on new topics as part of FDP 4) Continuous Internal Assessment aligned with regular for 3 exams and average is taken for final summative assessment.	
7.	Implementation of its recommendations through periodic reviews	Periodic internal review with relevant stakeholders and time to time webinar poll / students feedback helped to implement changes like 1) Synchronous class only over weekend implemented. 2) Exam fees reduced per paper	

**HEIID:****NameofHEI:****TypeofHEI:**

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.	Currently in addition to doubt clearing session through webinar, we do have Master Class where Industry Experts share the practical application of what they study. We also regularly conduct Faculty Development workshops	
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	Practical implementation & project execution has been extended with multiple options like classical mode, on the journey continuous assessment.	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Internal assessment has been simplified for more consistent assessment, This gives them more interest to learn concepts and try self-evaluation. This in turn meets the learning outcomes.	
11.	Measure 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	Active participation with UGC new guidelines and review meetings. The same also get disseminated to all relevant stakeholders like Deans, Online Education core team, Exam controller and Programme Coordinators.	
12.	Mechanism to ensure the proper implementation of Programme Project Reports	CIQA review like this and internal peer review ensures the checks & balance,, Monthly senior management review of key actions, decision	

**HEIID:**

**Name of HEI:**

**Type of HEI:**

		and improvement opportunities	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Review is done monthly, semester wise and situation based triggering. The scope of review covering academic learning resources , infrastructure to ensure availability, Students ability to get responsible be it academic or operational, community for cross learning, student outcomes, academic performance, financial management, faculty development, bidirectional feedback - student & faculty for sustaining the current best practice and implement actions from lessons learnt to enhance the performance. They are also discussed to foster a culture of transparency.	
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Board of studies and Academic council meeting which happens twice a year covers online education curriculum as well. This governance consists of academic experts internal, external and industry experts who update syllabus based on job-specific/skill-based requirements. We also consider our placement team feedback internship	

**HEIID:**

**NameofHEI:**

**TypeofHEI:**

		experience and Alumni input for technical insight and soft skill such as strong analytical and problem-solving skills, demonstrating team spirit and presentation and learning interest. In addition there are professional certification conducted within the campus to meet the market needs.	
15.	Facilitated system based research on way of creating learner centric environment and to bring about qualitative change in the entire system.	SASTRA believes in "Research" and both the curriculum, delivery methodology - leveraging technology as its core strength. Live webinars are structured in learner-centric approach.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditations such as NAAC etc.	We are a Category 1 University with the NAAC accredited IQAC also consistently monitor the quality of the Online Program	
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	Being a HEI Category I university, continuous improvement, internal quality and NAAC rating are part of our life cycle, which helps to strive for excellence. Self-Assessment and Internal Reviews: Conduct regular self-assessments and internal reviews to evaluate the institution adherence to quality standards defined in the Institutional Quality Framework and identify areas for improvement. These assessments can be conducted using self-	

**HEIID:****Name of HEI:****Type of HEI:**

		evaluation tools, checklists, or internal audit mechanisms.	
18.	StepstakentocoordinatebetweenHigherEducationalInstitutionandtheCommissionforvariousqualityrelatedinitiativesorguidelines	SASTRA is closely integrated with UGC DEB commission and actively participates in any awareness session to implement best practice and be an ambassador for change management	
19.	InformationobtainedfromotherHigherEducationalInstitutionsonvariousqualitybenchmarksor parametersandbestpractices.	We are connected on a need basis, however SASTRA can collaborate more to be the first line HEI for any institutionalization of best practices. Participate in collaborative meetings with other online institutions where teams share respective best practices	
20.	RecordedactivitiesundertakenonqualityassuranceintheformofanannualreportofCentreforInternalQualityAssurance.	The activities undertaken, including internal reviews, curriculum evaluation, program assessment, student feedback mechanisms, faculty development, external collaboration, and robust documentation, have contributed to Continuous improvement in quality assurance processes. The CIQA remains committed to fostering a	

**HEIID:****Name of HEI:****Type of HEI:**

		Quality culture and driving excellence in education.	
21.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Annual day report for 2022-23	
	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Annual day report for 2022-23	
22.	Oversee 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	Collecting various information like academic progress, webinar interaction, survey feedback and analyzing them for quick wins and midterm implementation helps.	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programmes	Orientation program as students onboard is done to brief the program objective, methodology and assessment pattern. The same is done for new faculties as they start to engage in online education	
24.	Promoted automation of learner support services of the Higher Educational Institution	Both LMS has been improved to integrate webinar and discussion forum. Admission life cycle has been automated from admission to degree	

**HEIID:****NameofHEI:****TypeofHEI:**

		awarding.	
25.	Coordinatedwithexternalsubjectexpert soragenciesororganisations,theactiviti espertainingtovalidationandannualrev iewofitsin-houseprocesses	Subject matter expert from industry and some corporate partner to review best practice and enhance as needed.	
26.	Coordinated withthirdpartyauditingbodiesforqualit yauditofprogramme(s)	Based on need third party review will be planned	
27.	OverseenthepreparationofSelf- AppraisalReporttobesubmitted totheAssessmentandAccreditationagen ciesonbehalfofHigherEducationalInsti tution	Every year OL goes thru' NAAC / NIRF readiness	
28.	Promoted collaboration andassociationfor quality enhancementofOnlinemodeofeducatio nandresearchtherein	As part of OL corporate need collaboration with them and Technical solution are integrated for continuous improvement	
29.	Facilitated industry- institutionlinkage for providing exposure to thelearnersandenhancingtheiremplo yability.	Master class by industry experts, specific corporate graduation syllabus helps employability. The curriculum of the respective programs is realigned with their requirement to improve their domain knowledge, inculcate knowledge on other relevant fields of their work, and make them ready to change their verticals	

**HEIID:****Name of HEI:****Type of HEI:**

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

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	Special Teams created like Admission, Academics and Innovation & Enhancement for Online Education	
2.	Articulation of Higher Educational Institution Objectives	SASTRA Deemed University aims to promote literacy using online channel in addition to traditional campus education. This helps learning while earning and be a frontier to our education ministry's noble service like eVBAB	
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	Every year twice academic council meeting happens with academic subject matter experts both internal and external, industry experts to review the current curriculum for better market placement opportunity, adopting various strategies in learning methodology and flexibility to resume after a break. This is a two way mechanism where students and corporate feedback also gets incorporated	
4.	Programme Monitoring and Review	Students' progress - webinar attendance, LMS learning progress are yardstick and notified if found significantly low.	

**HEID:****Name of HEI:****Type of HEI:**

5.	Infrastructure Resources	Dedicated technical resources like system, platform, and staff available. Students portal, LMS helps students to stay connected during the whole life cycle of online education	
6.	Learning Environment and Learner Support	Sastra internal portal SWAYAM Platform and webinar meetings are used for providing a seamless learner centered environment	
7.	Assessment and Evaluation	Formative assessment in LMS and Summative assessment in separate platform used for evaluation	
8.	Teaching Quality and Staff Development	Teaching faculty part of Training and Learning initiative and FDP helps to develop teaching aids.	

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

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
1.	Academic Planning	The Curriculum has been designed in line with regular course considering the market needs for employment and same reviewed periodically	
2.	Validation	Academic Council which has SME from internal and external and industry expert validates to approve the same.	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Examination Centres	Questions banks are revised time to time, random questions are picked. Proctored exams demonstrate the performance of	

**HEIID:**

**NameofHEI:**

**TypeofHEI:**

	b. External Auditor or other External Agencies report	students during summative assessment Question response	
	c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels	aggregated based on topic / section	
	d. Reporting and Analytics by the Higher Educational Institution		
	e. Periodic Review		

**HEID:**

**NameofHEI:**

**TypeofHEI:**

### **Part-III:HumanResourcesandInfrastructuralRequirements**

**3.1 NameanddetailsofDirectorofCentreforDistanceandOnlineEducation(DualModeUniversity)-Regular,fulltime,atleastAssociateProfessor**

Or

**NameanddetailsofHeadforeachschoo(forOpenUniversity)-**

Fulltimededicated,notbelowtherankofanAssociateProfessor

MentiondetailssuchasRegularEmployee,Designation,Qualification,Salary(Attachappointmentlettersandjoiningreport)

Dr. Y B Venkatakrisnan

**3.2 NameanddetailsofDeputyDirectorofCentreforDistanceandOnlineEducation(DualModeUniversity)-Full time or contractual basis, atleastAssociateProfessor**

Or

**NameanddetailsofDeputyDirectorofCentreofOnlineEducation-**

Fulltimeorcontractualbasis,notbelowtherankofanAssociateProfessor

MentiondetailssuchasRegularEmployee,Designation,Qualification,Salary(Attachappointmentletterandjoiningreport)

Dr.S.Srinivasakumar, M.Com., M.Phil., Ph.D

**3.3 NameanddetailsofAssistantDirectorofCentreforDistanceandOnlineEducation(Dual Mode University) - Full time or contractual basis, not below therankofanAssistantProfessor**

Or

**NameanddetailsofAssistantDirectorofCentreofOnlineEducation-**

Fulltimeorcontractualbasis,notbelowtherankofanAssistantProfessor

MentiondetailssuchasRegularEmployee,Designation,Qualification,Salary(Attachappointmentletterandjoiningreport)

Dr. V.AnandMCA., M.Phil., Ph.D.

**HEIID:****Name of HEI:****Type of HEI:****3.4 Compliance status in respect of Human Resource- As per Annexure - IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

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

<https://dde.sastra.edu/ciqa-compform.php>

**i. Programme name: UG & PG****a. Programme Coordinator**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary / month	Date of joining programme
1	Dr. Nithya (MCA)	Ph.D.	15 Years	Regular	02.07.2009
2	Dr. V. Srinivasakumar (MBA)	Ph.D.	36 Years	Regular	03-06-2013
3	Dr. L. Prabakaran (BCA)	Ph.D.	18 Years	Regular	14.06.2006
4.	Dr. N. Shobhana (B.Com)	Ph.D.	21 YEARS	Regular	05-10-2020
5.	Dr. S. Vijay Anand (BBA)	Ph.D.	21 Years	Regular	18-12-2007
6.	Dr. T. Kannan (MSc)	Ph.D.	20 Years	Regular	15-06-2018
7.	Dr. S. Venugopal (MA)	Ph.D.	29 Years	Regular	23-04-2023

**b. Course Coordinator- Attached as an Annexure 3.4 i-c.****c. Course mentor - Available in Annexure 3.4 i-c**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary / month	Date of joining programme

**HEIID:**

**NameofHEI:**

**TypeofHEI:**

**3.5 DetailsofAdministrativestaff**

**a. NumberofAdministrativestaffavailableexclusivelyforOnlineprogrammes**

<b>AdminStaff</b>	<b>Required</b>	<b>Available</b>
DeputyRegistrar	1	1
AssistantRegistrar	1	1
SectionOfficer	1	1
Assistants	3	3
ComputerOperator	2	2
MultiTaskingStaff	2	2

(Attachdulyattestedphotocopyofappointmentletterwithsalarydetails)

**b. NumberanddetailsofTechnicalSupportforOnlineProgrammesasperAnnexure-IV:**

**i. TechnicalTeamforDevelopmentofe-ContentasSelf-Learninge-Modules:**

<b>Post</b>	<b>Required</b>	<b>Available</b>
Technical Manager (Production)	1	Shared
Technical Associate (Audio-Videorecordingandediting)	1	Shared
Technical Assistant (Audio-Videorecording)	1	Shared
Technical Assistant (Audio-Videoediting)	1	Shared

**HEIID:****NameofHEI:****TypeofHEI:****ii. ForDeliveryofOnlineProgrammes:**

Post	Required	Available
TechnicalManager (LMS and DataManagement)	1 (per Centre)	Sri. C. Bharathy
TechnicalAssistant(LMSand DataManagement)	2	Sri. G. B. Venkatraman Sri. D. Suresh

**iii. ForAdmissionandExaminationforOnlinemode:**

Post	Required	Available
Technical Manager (Admission,Examinationand Result)	1 (per Centre)	Shri. B Vinayak Shri.S. Balaji
Technical Assistant (Admission,ExaminationandResult)	2	2Sri. V. Muthuraman Smt. K. Vaishnavi Shri.S.Raghuraman

(Attachdulyattestedphotocopyofappointmentletterwithsalarydetails)

**HEIID:****Name of HEI:****Type of HEI:****Part-IV: Examinations****4.1 Information of formative and summative assessments/examinations conducted with the action taken to ensure sanctity of examinations:**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No</b>	<b>If No, Reason thereof</b>
1.	All processes of assessment of learners in different components of Examinations shall be directly handled by the concerned Institution and no part of the assessments shall be outsourced	YES	
2.	For ensuring transparency and credibility, the full-time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examinations superintendents, as observers etc	YES	
3.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examinations through technology mediated proctoring.	YES	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	NA	

**HEID:**

**NameofHEI:**

**TypeofHEI:**

5.	The number of examination centres in a city or	NA	
----	--	----	--

**HEIID:****Name of HEI:****Type of HEI:**

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

#### 4.2 Compliance of facilities required for the conduct of Online examination for online programmes

**HEIID:**

**NameofHEI:**

**TypeofHEI:**

S.	ProvisionsinRegulations	Whether	IfNo,
----	-------------------------	---------	-------

**HEIID:****Name of HEI:****Type of HEI:**

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

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

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No</b> <b>If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
1.	The Higher Educational Institutions shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	YES	
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of	YES	

HEIID:

Name of HEI:

Type of HEI:

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason hereof
	learners enrolled through Online mode and their certification.		
3.	<p>The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:</p> <p>Provided that no semester or year-end examinations shall be held unless:</p> <p>i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;</p> <p>ii) For Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.</p>	YES	
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional	YES	

**HEID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason hereof</b>
	mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities		
5.	The weightage for different components of assessments for Online 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.	<b>YES</b>	
6.	The Higher Educational Institutions shall notify all assessment tools to be used for formative and summative assessments	<b>YES</b>	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	<b>YES</b>	
8.	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answerscripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure	<b>YES</b>	

HEIID:

Name of HEI:

Type of HEI:

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason hereof
	that no part of the syllabus is left out of study by a learner.		
9.	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	<b>Proctored examination</b>	
10.	(a) The Examination Centres shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	AI enabled Remote Proctoring Exams	
	(b) Availability of biometric system	Dedicated account to view the exam progress	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners	YES	

**HEIID:****Name of HEI:****Type of HEI:**

	<p>(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institutions shall ensure that proper video-graphy be conducted and video recordings are submitted by particular in-charge of examination</p>	<p>Camera is mandatory to be up during the entire exam failing which learner will be prohibited from exam login</p>	
--	--	---	--

HEIID:

Name of HEI:

Type of HEI:

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason hereof
	centre to the Higher Educational Institution		
11.	The Higher Educational Institutions shall retain all such Closed-Circuit Television recordings in archives for a minimum period of five years	Yes	
12.	(a) There shall be an observer for each of the Examination Centres appointed by the Higher Educational Institution and	Yes	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes	
13.	An Higher Educational Institution offering programme through Online mode shall conduct examination either using technology enabled online test with all these security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	YES	
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enrol international learners shall endeavour to conduct proctored examinations for such learners	YES	

**HEIID:****NameofHEI:****TypeofHEI:**

<b>S.No.</b>	<b>ProvisionsinRegulations</b>	<b>WhethercompliedYes/No IfYes,Uploadrelevantdocument</b>	<b>IfNo,Reasonthereof</b>
15.	(a) Each award of Degree at undergraduateandpostgraduateleveland postgraduate diploma for Online mode shallbeassignedauniqueidentificationnumberandshallhave i. Photograph ii. Aadhaar numberor othergovernmentrecognisedidentifierorPassportnumber,asapplicable, iii. Otherrelevant detailsof the learner alongwiththeProgramname.	Students who got National Academic Depository (NAD) - DigiLocker uploaded the same	
	(b)Eachawardshallalsoeuploadedon theNationalAcademicDepository	YES	
16.	It shallbe mandatory for HigherEducationalInstitutiontomentionthefollowingonthebacksideofeachofthedegrees/certificatesandmarksheets issuedby the Higher Educational Institution to thelearners(for each semester certificate andattheendoftheprogramme):(i)Modeofdelivery; (ii) Date of admission; (iii) Date ofcompletion;(iv)NameandaddressofallExaminationCentres	YES	

**4.4 ResultandStudentProgressionFo****rUG,PGandPGDprogrammes**

**HEIID:****NameofHEI:****TypeofHEI:**

Semester beginning	Programmen Name	No.of students admitted	No. of students appeared in exams	No.of students progressed next year	% of students passed	% of students passed in first class
July 2023	1. MCA	279	260	259	45%	--
	2. MBA	394	393	384		--
	3. BCA	123	123	125	47%	--
	4. BCom	410	365	373	70%	--
	5. BBA	12	11	7	54%	--
	6. MA Sanskrit	80	79		98.75%	--
	7. MA NDP	34	34		100%	--
Jan 2024	1. MCA	356	--	--	--	--
	2. MBA	341	--	--	--	--
	3. MSc Data Science	30	--	--	--	--
	4. BCom	18	--	--	--	--
	5. BBA	9	--	--	--	--
	6. BCA	65	--	--	--	--
	7. MA Sanskrit	--	--	--	--	--
	8. MA NDP	--	--	--	--	--

HEIID:

NameofHEI:

TypeofHEI:

**Part-V: Programme Project Report (PPR) and e-Learning Material (e-LM)**

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

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

Yes uploaded in portal

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

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

We prepare detailed Learning outcomes / Syllabus for each & every Programme

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

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

YES  
(<https://online-degree.swayam2.ac.in/>)

HEIID:

Name of HEI:

Type of HEI:

## Part-VI: Programme Delivery through Learning Platform

### 6.1 Details of Learning Platform

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

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

<https://online-degree.swayam2.ac.in/>

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

INSERT TEXTBOX

### 6.2 Compliance status in respect of the Programme delivery

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

INSERT TEXTBOX

### 6.3 Whether learning material of any course in a particular programme was sourced through OER/Massive Open Online Courses: Y/N

a. Provided 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 the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester (Semester wise programme wise)

0475

**HEIID:****NameofHEI:****TypeofHEI:**

	BCA	Environment al Studies	SWAYA M	Ministry of Education, Govt. of India	12 Weeks	4	7%
	B.Com	Environment al Studies	SWAYA M	Ministry of Education, Govt. of India	12 Weeks	4	6%

b. UploadapprovalofstatutoryauthoritiesoftheHigherEducationalInstitution:

*Upload*

HEIID:

Name of HEI:

Type of HEI:

Part-

**VII: Self Regulation through disclosures, declarations and reports**

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. 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	
Uploading of the following on HEI website ( <b>Mention link</b> )			
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 programmes in Online mode	YES	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	YES	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	YES	
5.	Programme-wise information on syllabus, suggested readings, contact points for	YES	

**HEIID:****NameofHEI:****TypeofHEI:**

<b>S.No.</b>	<b>Provision</b>	<b>Complied Yes/Now with explicit link address</b>	<b>If no. Reasons, thereof</b>
	counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declaration etc.	YES <a href="https://dde.sastra.edu/proschedule.php">https://dde.sastra.edu/proschedule.php</a>	
7.	Detailed strategy plan related to Online program delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online 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 Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	YES <a href="https://docs.google.com/spreadsheets/d/1olsiayverFOnlQVHBUddcuFyI4lgeWNCzGGLRCMIYvY/edit?gid=0#gid=0">https://docs.google.com/spreadsheets/d/1olsiayverFOnlQVHBUddcuFyI4lgeWNCzGGLRCMIYvY/edit?gid=0#gid=0</a>	
9.	Information regarding all the programmes recognised by the Commission	YES	

**HEIID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provision</b>	<b>Complied Yes/No with explicit link address</b>	<b>If no. Reasons, thereof</b>
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or postgraduate diplomas awarded	YES as applicable	
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	YES	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlinks support for Online Programmes	YES	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	NA	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	YES	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	YES	
16.	Report 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	

HEIID:

Name of HEI:

Type of HEI:

### Part-VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1.	Enrolment of learner to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a program in online mode, shall render the enrolment invalid	YES.
2.	A Higher Educational Institution shall, for admission in respect of any programme in online mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	YES It is Learner friendly.
3.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	YES

**HEID:**

**NameofHEI:**

**TypeofHEI:**

4.	Thefeewaiverand/orscholarshipschemesforScheduled Caste,ScheduledTribe,PersonswithDisabilities categoryof learners and students from deprivedsectionof societyshallbeinaccordancewith	YES
----	--	-----

**HEIID:**

**NameofHEI:**

**TypeofHEI:**

	<p>theinstructionsorordersissuedbyCentralGovernmentto rStateGovernment:</p> <p>ProvidedthataHigherEducationallInstitutionshallnot engage in commercialisation of education in anymanner whatsoever, ands hall provide for equity andaccesstoalldeservinglearners</p>	
5.	<p>Admissionoflearnersto HigherEducationalInstitutionforaprogrammeinOnline deshallbeoffered in a transparent manner and madedirectly bytheHead Quarters of the Higher EducationalInstitutionwhichshallbesolelyresponsiblefor inalapprovalrelatingtoadmissionsorregistrationoflearner s</p>	YES
6.	<p>EveryHigherEducationalInstitutionshall-</p> <p>(a) recordAadhaaretailsorotherGovernmentidentifier( s)ofIndianlearnerandPassportforanInternationalLearner ;</p> <p>(b) maintaintherecordsoftheentireprocessofselectionof candidates, and preserve such records foraminimumperiodoffiveyears;</p> <p>(c) exhibit such records as permissible under law onitswebsite;and</p> <p>(d) beliabletoproducesuchrecord,whenevercalleduponto dosobyanystatutoryauthorityoftheGovernmentunderany lawforthetimebeinginforce.</p>	YES
7.	<p>EveryHigherEducationallInstitutionshallpublish,priortothedateofcommence ment of admission to any of its programme in Online mode, aprospectus(print and in e-form) containing the following for the purposes ofinforming those persons intending to seek admission to</p>	

**HEIID:****Name of HEI:****Type of HEI:**

	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 online 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 Policy is uploaded and transparent to everyone from web portal
8.(c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	YES
8.(d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	YES
8.(e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	YES
8.(f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for	Once Learner meets the eligibility criteria, they are allowed to make payment to secure admission

**HEIID:****NameofHEI:****TypeofHEI:**

	admissiontoeachprogrammeofstudyandtheamountoffee tobepaidfortheadmissiontest	
8.(g)	Details of the teaching faculty, including therein theeducational qualifications and teaching experience ofeverymemberofitsteachingfacultyandalsoindicating therein whether such member is employedonregularorcontractualbasisoranyother	YES
8. (h)	Payandotheremoluments payablefor each categoryofteachersandotheremployees	YES
8.(i)	Informationinregardtophysicalandacademicinfrastruc tureandotherfacilities,includingthatofeachofthelearne rsupportcentres(forODLprogrammes) and in particular the facilities accessiblebylearnersonbeingadmittedtotheHigherEdu cationalInstitution	NA
8.(j)	Broadoutlineofthesyllabuspecifiedby theappropriatestatutorybodyorbyhighereducationalinsti tution,asthe case may be, for every programmeofstudy	YES
8.(k)	Activityplannerincludingalltheacademicactivitiestobec arriedoutbythehigher educationalinstitutionduringtheacademicsessions	YES. Program Schedule is shared upfront before the start date of the semester
9.	HigherEducationalInstitutionshallpublishinformation at <b>sr. no. '8'</b> above on its website, and theattention of the prospective learners and the generalpublicshallbedrawnintosuchpublicationonitswe bsite and Higher Educational Institution admissionprospectus and the admission process shall necessarilybeoverwithinthetimeperiodmentioned	YES.

**HEID:****Name of HEI:****Type of HEI:**

	in the Commission Order	
10.	No Higher Educational Institutions shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	YES SASTRA does not accept fees other than one time admission fee, tuition fees and exam fees
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Online mode offered by a Higher Education Institution	YES
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	YES
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher	A clear policy is defined in-line with UGC recommendation and same disseminated to public thru; online portal <a href="https://dde.sastra.edu/rulesregulation.php">https://dde.sastra.edu/rulesregulation.php</a>

**HEIID:**

**NameofHEI:**

**TypeofHEI:**

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

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

YES

**HEIID:**

**NameofHEI:**

**TypeofHEI:**

## **Part-IX:GrievanceRedressalMechanism**

### **9.1 Compliancestatusof'GrievanceRedressalMechanism'-As per Annexure - X ofUGC(ODLProgrammesandOnlineProgrammes)Regulations,2020**

*HEI shall mention the mechanism put into place along with brief details of grievancesreceived and actions taken thereof. Also mention that how the learners have been madeawareaboutthismechanism.*

Students can reach out to academicsol@dde.sastra.ac.in (OR) helpdeskol@dde.sastra.ac.in for any grievances. The Online office will co-ordinate, resolve the queries involving Director and Deputy Director of Online Education.

### **9.2 DetailsofGrievancereceived**

<b>NumbersofGrievanceReceived</b>	<b>NumbersofGrievanceResolved</b>
1	1

### **9.3 ComplaintHandlingMechanism**

*HEIshallmentionthemechanismadoptedforComplaintHandlingMechanismasperRegulations.Also,mentiondetailsofNodalOfficers.*

Students can raise concern in LMS or drop email or express during poll or suggestion survey. They are categorized as Academic technical, operational, IT portal / LMS related and they are addressed by respective teams. As long as they are within the norms of UGC / University / Sponsoring Corporate they are addressed.

### **9.4 DetailsofComplaintsreceivedfromUGC(DEB)**

<b>NumbersofComplaintReceived</b>	<b>NumbersofComplaintResolved</b>	<b>WhetherComplaintwasresolvedwithinstipulated time i.e. 60days? (yes/No)</b>
1	1	Yes

**HEIID:**

**NameofHEI:**

**TypeofHEI:**

## **Part-X:InnovativeandBestPractices**

### **10.1 Innovationsintroducedduringacademicyear**

- 1) Online Education calendar has been made learner friendly to 12+1 weeks with 2 weeks study holiday and 2-3 weeks holidays
- 2) Internal assessment restricted to three
- 3) Additional features to automate life cycle process and integrate in one place using technology
- 4) Industry experts invited to give practical application of core concepts
- 5) New courses launched like skill certification to get the learners ready for job.
- 6) Technology leveraged for better collaboration and accelerate the learning schedule.

### **10.2 BestPracticesoftheHEI**

Time to time we check qualified students on their placement situation and connect with required recruiting contact.

### **10.3 DetailsofJobFairsconductedbytheHEI**

Online Education has done so far as most of them are working as trainee, however, when we have a pool of students will support their placement

### **10.4 SuccessStoriesofstudentsofOnlinemodeoftheHEI**

Few corporate candidates are absorbed as they have completed graduation successfully.

### **10.5 Initiativestakentowardsconversionofe-LMintoRegionalLanguages**

So far no such request or feedback

### **10.6 NumberofstudentsplacedthroughCampusPlacements**

NA

### **10.7 DetailsofAlumniCellanditsactivity**

NA

### **10.8 AnyotherInformation**

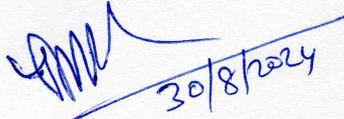
HEIID:

Name of HEI:

Type of HEI:

### 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.

  
30/8/2024

Signature of the Director:

Name: Dr. YB Venkatakrishnan

Seal:

DIRECTOR  
Department of Distance & Online Learning  
SASTRA Deemed to be University  
Thirumalaisamudram  
Thanjavur District - 613 401.





Signature of the Registrar:

Name: Dr. R. Chandramouli

Seal:

Date:

REGISTRAR  
SASTRA DEEMED-TO-BE-UNIVERSITY  
THANJAVUR - 613 401.

Note: Kindly take the print out of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.