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Annual Report

OF

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

**PROGRAMMES UNDER
ONLINE MODE**

2025-2026

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Part – I: General Information

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

1.2 Details of Director, CIQA

- **Name:** Dr. Y B Venkatakrishnan
- **Qualification:** Ph.D.
- **Appointment Letter and joining Report:** Annexure-1

1.3 Details of CIQA Committee:

a. Composition as per Regulations

S.No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA committee
a.	Vice Chancellor of the University	Chairperson	Dr. S Vaidhyasubramaniam	Management	20-12-2025
b.	Three Senior teacher of HEI	Member 1	Dr. K Ramkumar	Computing	20-12-2025
		Member 2	Dr. V Srinivasakumar	Management	
		Member 3	Dr. P Naren	Chemistry	
c.	Head of three Departments or School of Studies from Which Programme is being offered in ODL & Online mode	Member 4	Dr. K Uma Maheswari	School of Arts, Sciences, Humanities & Education	20-12-2025
		Member 5	Dr. V S Shankar Sriram	Computing	
		Member 6	Dr. S Selvabaskar	Management	

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

S.No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of Statutory Authority	No. of Students			
								M	F	TG	Total
	NA										

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

S.No.	UG degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No.	No. of Students			
							M	F	TG	Total
1	BCA Jul Batch	3 Years	120	10 th and 12 th Passed	20000	F-1-1/2020	47	38	-	85
2	BCA Jan Batch	3 Years	120	10 th and 12 th Passed	20000	F-1-1/2020	79	55	-	134
3	BCom Jul Batch	3 Years	120	10 th and 12 th Passed	20000	F-1-1/2020	130	197	-	327
4	BCom Jan Batch	3 Years	120	10 th and 12 th Passed	20000	F-1-1/2020	11	13	-	24
5	BBA Jul Batch	3 Years	120	10 th and 12 th Passed	20000	F-1-1/2020	85	4	-	89
6	BBA Jan Batch	3 Years	120	10 th and 12 th Passed	20000	F-1-1/2020	36	1	-	37

1.9 Number of Programmes started at Post-graduate degree Programmes as per commission Order:

S.No.	UG degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No.	No. of Students			
							M	F	TG	Total
1	MCA Jul Batch	2 Years	80	10+2 and UG any discipline	50000	F-1-1/2020	135	67	-	202
2	MCA Jan Batch	2 Years	80	10+2 and UG any discipline	50000	F-1-1/2020	114	66	-	180
3	MBA Jul Batch	2 Years	80	10+2 and UG any discipline	55000	F-1-1/2020	265	202	-	467
4	MBA Jan Batch	2 Years	80	10+2 and UG any discipline	55000	F-1-1/2020	90	78	-	168
5	MSc Data Science Jul Batch	2 Years	80	10+2 and UG any discipline	50000	F-1-1/2020	31	34	-	65
6	MSc Data Science Jan Batch	2 Years	80	10+2 and UG any discipline	50000	F-1-1/2020	27	26	-	53

7	MA Sanskrit	2 Years	80	10+2 and UG any discipline with Kovida or Visakshana or Praveen	9000	F-1-1/2020	18	63	-	81
8	MA Divya Prabandham	2 Years	64	10+2 and UG any discipline	9000	F-1-1/2020	28	43	-	71

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

2.1 Action taken on the functions of CIQA:

S.No.	Provisions in Regulations	Details of Action taken by CIQA and outcome thereof (Not more than 500 words)	Upload relevant Document
1.	Quality maintained in the services provided to the learners	1. Support and guide learners through 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 one faculty to back up as a best practice. 3. Dedicated Academic, helpdesk and Admission support teams to respond their queries be in technical, academic or administration related. 4. Surveys polls, Feedback about course and faculty, suggestion in discussion forum are actively	

		assessed for continuous improvement of life cycle of online education. 5. Subject faculty, course coordinators, student relationship manager are assigned to track and follow up on their course progress. 6. Curriculum updated on par with industry needs.	
2.	Self-evaluative and reflective exercises under taken for continual quality improvement in all the systems and processes of the Higher Educational Institution	1. Three internal assessments. 2. Additional self-assessments encouraged during webinar interactive sessions.	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Syllabus and course curriculum outcomes are reviewed in Syllabus Board of Studies and changes are incorporated as per the experts advice. According to the expert advice, the objectives of the course, 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. “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	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	We believe in continuous improvement as a consequence, below are some of the upgradations done. 1. Course outcomes are reviewed as a consequence syllabus are updated based on industry and academic experts feedback. 2. To cater the needs in the industry, stream course for PG has been introduced. 3. E-materials are upgraded to cater the changes in the curriculum.	
6.	Implementation of its recommendations through periodic reviews	Periodic internal review with relevant stakeholders and time to time webinar poll/student feedback helped to implement changes like synchronous class only over weekend implemented.	

7.	Workshops/seminar/symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in HEI	Faculty development programmes and workshops are conducted regularly. Industry experts share their practical knowledge to the PG students through Master Classes.	
8.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in HEI	Practical implementation & project execution has been extended with multiple options like classical mode, on the journey to continuous assessment	
9.	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	Active participation with UGC latest guidelines and review meetings. The same get disseminated to all relevant stakeholders like Deans, online education core team, COE and Programme coordinators	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s)	The full life cycle of data management for program evaluation, from initial gathering to final, actionable reporting is done.	
11.	Mechanism to ensure the proper implementation of Programme Project Reports	CIQA review like this and internal peer review ensures the checks and balances. Frequent reviews of key actions, decision	

		and improvement opportunities are done by the Programme coordinators	
12.	Maintenance of record of Annual Plans and Annual Reports of HEI, review them periodically and generate actionable reports	Review is done 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 and 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.	
13.	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 and skill based requirements. The alumni and placement team feedback is also taken 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.	
14.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system	We believe in Research and both the curriculum, delivery methodology-leveraging technology as its core strength. Webinars are structured in learner centric approach	
15.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	We are already accredited with NAAC and IQAC consistently monitor the quality of the Online Programmes.	
16.	Measures adopted to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit	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 of improvement. These assessments can be conducted using self-evaluation tools, check lists or internal audit mechanisms.	
17.	Steps taken to coordinate between HEI and the commission for various quality related initiatives or guidelines	Integrating with various Commission and actively participates in any awareness session to implement best practice and be an ambassador for change management	
18.	Information obtained from other HEI on various quality benchmarks or parameters and best practices	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 meeting with other online institution where team share respective best practices.	

19.	Recorded activities undertaken on quality assurance in the form of an annual report of centre for internal Quality Assurance	The activities include internal reviews, curriculum evaluation, programme 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 quality culture and driving excellence in education	
20.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the HEI about its activities at the end of each academic session.	Yes, uploaded Annual report for 2024-2025	Annexure-2
	(b) Submitted a copy of report in the format as specified by the commission duly approved by the statutory authorities of the HEI annually to the commission	Yes	
21.	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	Collecting various information like academic progress, webinar interaction, survey feedback and analysing them for quick wins and midterm implementation helps	
22.	Facilitated adoption of instructional design requirements as per the philosophy of the online learning dedicated by the	Orientation Program as students onboard is done to brief the program objective,	

	statutory bodies of the HEI for its different academic programmes	methodology and assessment pattern. The same is done for new faculties as they start engage in online education	
23.	Promoted automation of learner support services of the HEI	Both LMS has been improved to integrate webinar and discussion forum. Admission life cycle has been automated from admission to degree awarding	
24.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Subject matter expert from industry and some corporate partner to review best practice and enhance as needed.	
25.	Coordinated with third party auditing bodies for quality audit of programme(s)	Based on need third party review will be planned.	
26.	Overseen the preparation of self-appraisal report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Every year online goes through NAAC/NIRF readiness	
27.	Promoted collaboration and association for quality enhancement of online mode of education and research therein	As part of OL corporates need collaboration with them and Technical solution are integrated for continuous improvement.	
28.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability	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	
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2.2 Compliance of Quality Monitoring Mechanism-As per Annexure-I (Part V(2)) of UGC (ODS Programmes and Online Programmes) Regulations, 2020:

S.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	Teams created like Admission, Academics and Innovation & Enhancement for online Education. The hierarchy of leadership and organisation structure and governance is available in our website.	
2.	Articulation of HEI objectives	Articulating the HEI objectives during orientation to the students and is exhibited in curriculum	
3.	Programme Development and Approval Process 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 get incorporated	Minutes of ACM meeting- Annexure 3
4.	Programme Monitoring and Review	Student's progress webinar attendance, LMS learning progress are	

		yardstick and notified if found significantly low.	
5.	Infrastructure Resources	Dedicated technical resources like system, platform, and staff available. Students portal, LMS helps students stay connected during the whole life cycle of online education	
6.	Learning Environment and Learners Support	SASTRA internal portal and webinar meeting 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 initiatives 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:

S.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 b. External Auditor or other External Agencies report	Questions banks are revised from time to time. Random questions are picked. Proctored Exams demonstrate the performance of students during summative	

c. Systemic consideration of performance Data at Programme, Faculty and Higher Educational Institution levels	assessment. Question response aggregated based on topic/section	
d. Reporting and Analytics by the Higher Educational Institution		
e. Periodic Review		

Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University)- Regular, full time, atleast Associate Professor

Dr. Y B Venkatakrishnan, Ph.D., Professor

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

Dr. S Srinivasakumar, Ph.D., Professor

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

Dr. L Prabakaran, Ph.D., Assistant Professor-III

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:

i. Programme name: UG & PG

a. Programme Coordinator

S.No.	Name with Designation	Qualification	Experience	Type	Date of Joining
1	Dr. Nithya (MCA)	Ph.D.		Regular	
2	Dr. V Srinivasa Kumar (MBA)	Ph.D.		Regular	
3	Dr. L Prabakaran (BCA)	Ph.D.		Regular	
4	Dr. N Shobhana (BCom)	Ph.D.		Regular	
5	Dr. S Vijay Anand(BBA)	Ph.D.		Regular	
6	Dr. T Kannan(M.Sc)	Ph.D.		Regular	
7	Dr. S Venugopal (MA)	Ph.D.		Regular	

b. Course Coordinator – Attached as Annexure 4.

c. Course mentor – Attached as an Annexure.

3.5 Details of Administrative staff

a. Number of Administrative staff available exclusively for Online Programmes

Admin Staff	Required	Available
Deputy Registrar	1	1
Assistant Registrar	1	1
Section Officer	1	1
Assistants	3	3
Computer Operator	2	2
Multi Tasking Staff	2	2

b. Number and details of Technical Support for Online Programmes as per Annexure – IV:

Post	Required	Available
Technical Manager (Production)	1	YES

Technical Associate (Audio-Video recording and editing)	1	YES
Technical Assistant (Audio-Video recording)	1	YES
Technical Assistant (Audio-Video recording)	1	YES

ii. For Delivery of Online Programmes:

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

iii. For Admission and Examination for Online mode:

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

Part – IV: Examinations

4.1 Information of formative and summative assessments/Examinations conducted with the action taken to ensure sanctity of examinations:

S.No.	Provisions in Regulations	Whether complied (Yes/No)	If No, reasons 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 outsources	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the online mode, HEI or qualified faculty from UGC recognized HEI only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	A HEI offering programme through online mode shall conduct examinations either using computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	Yes	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	NA	
5.	The number of examination centres in a city or state must be proportionate to the student enrolment from the region	NA	
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, locations 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

S.No.	Provisions in Regulations	Whether being complied (Yes/No)	If no reason thereof
1.	Requirements at Test Centres	NA	
2.	Requirement of Proctors	NA	
3.	Security arrangements in the testing centre	NA	
4.	Remote Proctoring	Yes, Staff are utilized for proctoring	

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

S.No.	Provisions in Regulations	Whether complied (Yes/No)	If no, Reasons thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the commission for the conduct of proctored examinations.	Yes	
2.	A Higher Educational Institution offering Online Programmes shall have a mechanism well in place for evaluation of learners enrolled through online mode and their certification	Yes	
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 percent of the programme of study stipulated for the semester or year has been actually conducted: ii) For online mode: the learner has minimum participation of 75 percent in all the activities of online programme prior to end semester examination or term end examination	Yes	
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and post graduate level and/or Post Graduate level and/or Post Graduate Diploma Programmes through online mode shall be evolved by adopting same standards as being followed in conventional mode/ODL mode by the dual mode Higher Educational Institutions and in open distance learning mode by the open Universities	Yes	

5.	The weightage for different components of assessments for Online mode shall be as Under: (i) Continuous or formative assessment (in Semester) Maximum 30 per cent. (ii) Summative assessment (end semester examination or term end examination:) Minimum 70 Percent	Yes	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes	
8.	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Yes	
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	Proctored examination	
10.	(a) The Examination Centre 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 Aadhar details or other Government identifiers of Indian learners and Passports for International learners	Yes	
	(d) In case of non-availability of closed circuit Television facilities, the HEI shall ensure that proper video graphy be conducted and video recordings are submitted by particular in-charge of examination centre to the HEI	Camera is mandatory to be up during the entire exam failing which learner will be prohibited form exam login	
11.	The Higher Educational Institution shall retain all such closed-circuit Television recordings in archives for a minimum period of five years	Yes	
12.	(a) There shall be an observer for each of the Examination centre appointed by the HEI and	Yes	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes	
13.	An Higher Educational Institution offering programme through online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms of such	Yes	

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 of ODL programmes.

We prepare detailed Learning outcome/syllabus for each and 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

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, details of HEI having access to SWAYAM for the proposed programmes of study (with respective link), duly approved by the statutory bodies of the Higher Educational Institution empowered to decide an academic matters, for Learner Authentication, Learner Registration, Payment Gateway and learning Management System.

- 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

<https://www.elms.sastra.edu>

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)

Yes, refer <https://online.sastra.edu/programme-schedule/>

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

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

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

S.No.	Provision	Complied Yes/No with explicit link address	If No, reasons thereof
1.	Joint declaration by authorized signatories, Registrar and Director of Centre for internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr.2 to 17 have been uploaded on the HEI website?	Yes. https://online.sastra.edu/2024-2025/	
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both,	Yes. https://sastra.edu	

	of the HEI, empowering it to offer programmes in Online mode		
3.	Copies of letter of recognition from commission and other relevant statutory or regulatory authorities	Yes. https://sastra.edu	
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. https://online.sastra.edu/mba/	
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, their working hours and mentoring (for online mode) Schedule	Yes	
6.	Important schedules or date-sheets for admission, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declaration etc.	Yes. https://online.sastra.edu/exam-schedule/	
7.	Detailed strategy plan related to Online Programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	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	
9.	Information regarding all the programmes recognized by the commission	Yes. https://online.sastra.edu/rules-and-regulations/	
10.	Date of year-wise and programme wise learner enrolment details in respect of degrees and/or post graduate 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 hyperlink support for online programmes	Yes.	
13.	List of the "Examination Centres" along with the number of learner 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.	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	

Part – VIII: Admission and Fees

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

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

	(c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at S.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 <u>such qualifying standards have been specified by any statutory authority</u>	Yes
8.(f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regards 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	Once Learner meet the eligibility criteria, they are allowed to make payment of secure admission
8.(g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8.(h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
8.(i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	NA
8.(j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes
8.(k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes. Programme Schedule is shared upfront before the start date of the semester
9.	Higher Educational Institution shall publish information at S.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	Yes

	Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes. 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 Educational 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 Educational Institution	A clear policy is defined in line with UGC recommendation and the same is disseminated to public through online portal https://online.sastra.edu/rules-and-regulations/
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the HEI, claiming to be recognized by the appropriate statutory authority or by the commission where it is not so recognized; (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

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

Part – IX: Grievance Redressal Mechanism

9.1 Compliance status of 'Grievance Redressal Mechanism' – As per Annexure – X of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

Students can reach out to helpdeskol@dde.sastra.ac.in (or) academicsol@dde.sastra.ac.in for any grievances. The online office will co-ordinate, resolve the queries involving Director and Deputy Director of Online Education. Students can raise their grievance through ticketing system available in their portal.

Once the student raises their grievances, it moves to the corresponding department and it is resolved at the earliest.

9.2 Details of Grievance received

Numbers of Grievance Received	Number of Grievance Resolved
1	1

9.3 Complaint Handling Mechanism

HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per Regulations. Also, mention details of Nodal Officers.

Students can raise concern via email. The Vice-Chancellor forms an enquiry committee consisting of senior members of the institution and a report is obtained. Based on the report action is taken immediately.

9.4 Details of Complaints received from UGC(DEB)

Number of complaint Received	Numbers of complaint Resolved	Whether complaint was resolved within stipulate time i.e. 60 days? (Yes/No)
1	1	Yes

Part – X : Innovative and Best Practices

10.1 Innovations introduced during academic year

- 1) Students can select their electives through ERP
- 2) Practical application of core concepts were delivered by experts from industry

10.2 Best Practices of the HEI

Time to time qualified students are checked with their placements and connect with required recruiting contact.

10.3 Details of Job Fairs conducted by the HEI

The institute has conducted one job fair and students pursuing their degree programme through online mode also participated in the same.

10.4 Success stories of students of Online mode of the HEI

Few students after their completion of their UG/PG programmes pursue their higher education in reputed Foreign University abroad. Few corporate candidates are absorbed as they have completed graduation successfully.

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

No, such request or feedback till now

10.6 Number of students placed through Campus Placements: NA

10.7 Details of Alumni Cell and its activity : NA

10.8 Any other information: NA

DECLARATION

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


Signature of the Director:

Name: Dr. Y B Venkatakrishnan

Seal:

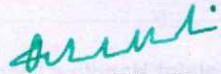
DIRECTOR

Department of Distance & Online Learning
SASTRA Deemed to be University

Thirumalaisamudram
Thanjavur District - 613 401

Date: 31-08-2026




Signature of the Registrar:

Name: Dr. R. Chandramouli

Seal:

REGISTRAR

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

Date: 31/8/2026