

HEI-P-U-0434

Academy of Maritime Education and Training

Deemed-To-Be-University


Annual Report


OF


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

**PROGRAMMES UNDER
OPEN AND DISTANCE LEARNING MODE**

2023-2024


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Part - I: General Information**1.1 Date of notification of the Centre (attach a copy of the notification):**

<https://www.ametuniv.ac.in/odl01/X.ii.pdf>

1.2 Details of Director, CIQA

- Name : Name : Dr. I. Haroon Basha
- Qualification: Director - CIQ, CDOE - Member Secretary
- Appointment Letter and Joining Report: Appointment Letter and Joining Report is attached

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

S. No.	Designation	Nominations	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Dr. V.Rajendran, Vice-Chancellor	Mechanical Engineering	10-07-23
b.	Three Senior teachers of HEI	Member 1	Dr.S.Bharathi Raja, Principal - AICTE -Member	Mechanical Engineering	10-07-23
		Member 2	Dr. S. Priya - Dean, Academic - Member	Electrical and Electronics Eng	10-07-23
		Member 3	Dr.D. Arivazhagan - Director IQAC - Member	Management Studies	10-07-23
c.	Head of three Department Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr Sandeep Kumar Gupta, Professor & Head, Department of Business Studies, AMET - CDOE (Member)	Management Studies	10-07-23
		Member 5	Dr Ruben Anto, Head of Department of Commerce, AMET - CDOE (Member)	Commerce Management Studies	10-07-23
		Member 6	Dr R Balaji, Professor & Head, Department of Management Studies, AMET - CODE (Member)	Management Studies	10-07-23
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. Manoranjan Pon Ram, Director CDOE, SRM Deemed to be University, Chennai Professor & Head, Management Studies, SRM	Management Studies	10-07-23

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		Member 8	Dr. S.Subramanian - Professor & Director, Tamilnadu Open University (TNOU), Chennai - Member	Management Studies	10-07-23
e.	Officials from departments of HEI	Member 9	Dr. M. Jayaprakashvel, Registrar i/c, AMET, (Member)	Marine Bio-Technology	10-07-23
	• Administration	Member 10	Ms. K. Jayabarathi, Director, Finance - Member	Commerce	10-07-23
	• Finance	Member Secretary	Dr. I. Haroon Basha, Director - CIQ, CDOE - Member Secretary	Management Studies	10-07-23
f.	Director, CIQA				

b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y)

If No, reason thereof

The Second meeting of the CIQA will be held in the second half of the year and which will be held in the month of November 2024. The Changes would be made during that CIQA Meeting.

1.4 Number of meetings held and its approval: 01

a. No. of meetings held every year:

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	10-07-2023	2	upload	upload
Meeting 2	--	--	upload	upload

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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)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)				
									M	F	TG	Total	
I.	NA												
N.													

***Not for Private University**

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

1.6 Number of programmes started at Diploma 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	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)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)				
									M	F	TG	Total	
I.	NA												
N.													

***Not for Private University**

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

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

From <Month, Year>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)				
								M	F	TG	Total	
1.	NA											
N.												

***Not for Private University**

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:

From February 2024 academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)				
								M	F	TG	Total	
1.	ODL BBA	3	120	10 th , +2	8000/Semester		NIL					0
2.	ODL B.Com	3	120	10 th , +2	7000/Semester		NIL					0

***Not for Private University**

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


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


From <Month, Year>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)				
								M	F	TG	Total	
1.	NA											
N.												

***Not for Private University**

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


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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	The CDOE was prepared to offer quality services to the ODL students by providing SLMs and also connecting the through student portal, Whatsapp, Emails, and Phone Calls. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	CDOE was prepared to organize PCP programmes at the end of the programme. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	The primary focus of any HEI is the teaching and learning process. When it comes to teaching, the CDOE has got qualified Professors, Associate Professors and Assistant Professors, with appropriate teaching experience in the HEI. The learners of our ODL programmes will be provided with the appropriate Self-Learning Materials and guidance to learn the concepts in the effective manner. But No Students were admitted in the ODL mode of BBA and B.Com programmes of	

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		February 2024 Calendar Year Batch.	
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	The curriculum and syllabus of ODL programmes follow the same set of curriculum and syllabuses of the programmes offered in the conventional mode by following the Blooms Taxonomy Levels. The learning materials were developed in line with the concepts taught in the conventional mode. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	CDOE suggests to the authorities of HEI that frequent audits have to be conducted on the functioning of CDOE through CIQA so as to offer high quality education to the odl students in the consistent manner.	

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7.	Implementation of its recommendations through periodic reviews	CDOE offers 2 ODL programmes by following the curriculum and syllabus of the programmes offered in the regular mode, with the proper approval of the statutory bodies such as BoS and ACM. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
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.	But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	NIL as there are no admissions in odl programmes
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	But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	

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10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	The Programme Project Reports were created in accordance with the guidelines of UGC-DEB and they have been approved by the statutory authorities of the University.	https://ametuniv.ac.in/odl/2024/2.1.4a-b.pdf (Approval of the PPR by statutory bodies)
12.	Mechanism to ensure the proper implementation of Programme Project Reports	The CDOE has ensured on the proper implementation of Programme Project Report (PPR) through the Academic Calendar, Curriculum, Fee Structure, Examination and Assessment System. Periodic academic meetings are held to ensure there is smooth implementation of the standards mentioned.	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and	The CDOE of the University has submitted the half-yearly CIQA report only since the odl programmes of the University were approved for the Calendar Year Batch of February 2024. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	

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	generate actionable reports.		
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	The University has started offering the ODL programmes after getting approval from UGC-DEB from February batch 2024 only. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	The objective of CDOE is to offer a student centred system where the teaching and learning processes are improved using cutting-edge pedagogy and also through the academic flexibility to the learners of the ODL programmes through PCP. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	The Academy of Maritime Education and Training (AMET) Deemed to be University, has obtained the NAAC grade of "A" with a score of 3.13 valid upto 12-09-2026 Year of assessment of NAAC :- 2021	
17.	Measures adopted to ensure internalisation and Institutionalization of quality enhancement practices through periodic accreditation and audit	The University has planned for the periodic annual academic audit at the end of the first year of the approval of the ODL Programmes.	

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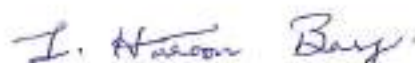
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18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The CDOE adheres strictly to the UGC-DEB's orders and circulars. The CDOE Director and Deputy Director coordinate with the commission's orders within the stipulated time.	
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	The CDOE takes all possible efforts to setup quality benchmark so as to ensure the best practices are followed at all times of the teaching and learning process. The CDOE team connects with the industry and other academic institutions to ensure the quality education being offered to the learners of the ODL programmes along with the PCP.	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	The CDOE ensures the periodic convening of the departmental academic meeting, Board of Studies meeting, Seminars, Workshops, Student Orientation Programme, Feedback Analysis, Grievance Redressal Meetings, CIQA meeting.	
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	The University has been granted with the approval for offering the ODL Programmes such as BBA and B.Com from February 2024 batch Only. Hence the FIRST half-yearly report of CIQA is submitted, though there are no admissions made in the ODL programmes.	



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	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.		
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	All CIQA reports are duly approved by the competent authority.	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of	Appropriate Instructional Design has been designed and developed in accordance with UGC-DEB guidelines. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	



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	the HEI for its different academic programmes		
24.	Promoted automation of learner support services of the Higher Educational Institution	No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	The CDOE seeks the assistance of the external experts for better functioning of the department and also to offer the services to the learners in the seamless manner. Moreover, the CDOE has enable the validation of its activities through the external and internal reviewers. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	The annual audit will take place every year with the members from other departments and also from outside the University. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	The University has been granted with NAAC A grade with a score of 3.13 valid upto 12-09-2026. For the subsequent assessment, the CDOE will submit a self-appraisal report to the authorities.	

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28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein.	The CDOE has planned to collaborate with the associations such as MCCI, AIMA	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The CDOE will collaborate with the industries for increasing the employability of the learners. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	



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

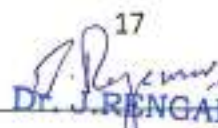
Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	<p>Governance, Leadership and Management:</p> <p>a. Organisation Structure and Governance</p> <p>b. Management</p> <p>c. Strategic Planning Operational Plan, Goals and Policies</p>	<p>The CDOE has carefully organized the roles and responsibilities of the teaching non-teaching staff for the ODL programmes as per the stipulations and norms of the UGC-DEB and also AMET University. The department has recruited the appropriate number of faculty members, administrative staff members, technical staff members by following the guidelines of UGC-DEB and also by following the recruitment policy of AMET University. The organizational structure that governs the CDOE activities include a Director, Deputy Registrar, Assistant Registrar, Programme Coordinators, Course Coordinators. The strategic plan of the department is to offer quality odl education in the flexible manner. The operational plan of the department is to offer services to the students during weekends and also during public holidays so as to meet the set goals and policies.</p> <p>But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch</p>	<p>https://ametuniv.ac.in/odl/2024/1.7.pdf (Appointment order of director, joining report, resume)</p>
2.	Articulation of Higher Educational Institution Objectives	<p>The CDOE clearly states its vision, mission, programme objectives, course objectives, course</p>	

		<p>articulation matrix in the curriculum and syllabus of the ODL programmes such as BBA and B.Com programmes and are also made available in the website. Each programme coordinator will ensure the smooth delivery of the programmes. The Programme Project Reports provide extensive details of the articulation of HEI objectives.</p> <p>But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch</p>	
3.	<p>Programme Development and Approval Processes</p> <p>a. Curriculum Planning, Design and Development</p> <p>b. Curriculum Implementation</p> <p>c. Academic Flexibility</p> <p>d. Learning Resource Feedback System</p>	<p>The curriculum planning, design and development of academic programmes has been prepared following the guidelines and also with the approval of Board of Studies and Academic Council. It has the process, systems and structures in place to carry out these responsibilities. With the help of the academic calendar the curriculum planned will be executed accordingly.</p>	<p>https://ametuniv.ac.in/odl/vv2.pdf (Curriculum model)</p> <p>https://ametuniv.ac.in/odl/csr7.pdf (PPR Approval Copies)</p>



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		But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
4.	Programme Monitoring and Review	The Director of CDOE, Deputy Director, and Assistant Director along with the programme coordinators continuously review the smooth functioning of the ODL programmes in terms of content, weekend classes(PCP), and assessments as per the academic calendar. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
5.	Infrastructure Resources	The students of the ODL programmes will be provided with excellent learning materials, self-learning materials, discussion forum and assessment. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February	

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		2024 Calendar Year Batch	
6.	Learning Environment and Learner Support	No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
7.	Assessment and Evaluation	At AMET, the department has a robust evaluation through varied assessment tools including multiple choice questions, projects, reports, case-studies, presentations, and end term examinations, to suit the different learning outcomes expected of the course elements. This has been approved in the Academic council meeting. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
8.	Teaching Quality and Staff Development	Faculty are motivated to attend the faculty development program and other programs to improve the quality of their teaching.	

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

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Academic Planning	At the beginning of every semester, an academic calendar will be issued to the learners and faculty members / staff members. It is mandatory to follow the events of the academic calendar. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
2.	Validation	Before the implementation of programmes, the curriculum and syllabus of ODL/OL programmes, Self-Learning Materials, and PPR are approved by the Board of Studies, Academic Council. The fee structure is approved by the Executive Council. As a summary, every document is approved by the competent authority.	

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3.	<p>Monitoring, Evaluation and Enhancement Plans</p> <p>a. Reports from Learner Support Centres (for Open and Distance Learning programmes)</p> <p>b. Reports from Examination Centres</p> <p>c. External Auditor or other External Agencies report</p> <p>d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>e. Reporting and Analytics by the Higher Educational Institution Periodic Review</p>	<p>The Academy of Maritime Education and Training (AMET) Deemed to be University campus is the only examination centre for ODL programmes which is regulated and reviewed by the Superintendent, the Controller of Examinations, and Observers. The end semester examinations will be conducted using proctoring. The examination report will be sent to the controller of examinations on every day basis by the superintendent and proctors for review and approval. The systematic review is done for the smooth functioning of the ODL examination.</p> <p>But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch</p>	
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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

Or

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

Dr.J.Rengamani, Professor and Director, Centre for Distance and Online Education, AMET Deemed to be University
<https://ametuniv.ac.in/odl012024/1.7.pdf> (Director appointment order, Joining report, Resume)

3.2 Compliance status of "Human Resource and Infrastructural Requirements" – 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 and physical infrastructure exclusively/independently, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

The Human Resource and Infrastructural Requirements are updated as per the norms of UGC.

<https://ametuniv.ac.in/odl012024/2.1.3.pdf> (Approved List of Faculty for the ODL Programmes)

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG	4	4	Yes	
PG	2	2	Yes	
PGD	NA	NA	NA	

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S.No	Programme Name	No. of Full time Dedicated Faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/Contract) with gross salary /month			Date of joining programme and joining Report
							Type	Gross salary/month	Contract period	
1	ODL MBA Shipping and Logistics Management	2	Dr R Balaji	Professor	PhD	27	Regular / Rs.37400-67000 + 10000			
			Dr D Vettriselvan	Associate Professor	PhD	15	Regular / Rs.37400-67000 + 9000			
2	ODL BBA	2	Dr R Srinivasan	Associate Professor	PhD	30	Regular / Rs.37400-67000 + 9000			
			Dr C Senthil Kumar	Associate Professor	PhD	16	Regular / Rs.15600-39100 + 6000			
3	ODL BCom	2	Dr R Sathish	Associate Professor	PhD	8	Regular / Rs.37400-67000 + 9000			
			Dr Fasahat NazirBuchoo	Associate Professor	PhD	6	Regular / Rs.15600-39100 + 6000			

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3.3 Details of Administrative staff

Number of Administrative staff available exclusively for ODL programmes at HQ & at LSCs


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

(<https://ametuniv.ac.in/odl/2024/1.11.pdf>)

attested photocopy of appointment letter with salary details)

Note:

1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.


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Part – IV: Examinations

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	YES	
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.	YES	

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4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	YES, The exam centre will be the AMET Deemed to be University, Kanathur Campus	
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.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	

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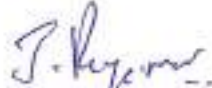
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11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	



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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes. Proper guidelines will be followed and also will be shared with the students.	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	Yes. Proper evaluation policy is defined for both Continuous and End-Semester Examinations	

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3.	<p>The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>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 Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/Higher Educational Institution</p>	Yes.	
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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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 Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes. The courses in the curriculum and syllabus have appropriate credits as that of the programmes offered in the conventional mode. Setting up of questions are also based on the Blooms Taxonomy Levels.	
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	

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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes	
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Yes. The process of examination will be issued by the Controller of Examinations and followed as per the guidelines. Process of examination and guidelines are attached	
9.	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Yes	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes The examination centre shall have proper monitoring mechanism using CCTV recording. But, No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024	



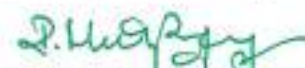
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		Calendar Year Batch	
	(b) Availability of biometric system	Yes, Biometric system is available But, No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	Not Applicable	
	(d) In case of non-availability of the Closed- Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution	Not Applicable as there is no batch for the ODL Programmes	

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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and		
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted	Yes, But, No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	

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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.		
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes But, No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	Not Applicable	Not Applicable


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15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations	Not Applicable	
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes, But, No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	Yes. All guidelines are followed while designing the degree. The sample degree is attached	
	(b) Each award shall also be uploaded on the National Academic Depository	Yes. No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	

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18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme); (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres	Yes. Samples of the backside of Mark sheet and Degree Certificate are attached	
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4.3 Whether any examination held through online mode.

If yes, provide details regarding technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination

Not Applicable as there are no students enrolled in the current batch for the ODL Programmes

4.4 Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
February 2024	BBA	0	--	--	--	--
	BCom	0	--	--	--	--

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

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

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

PPR's are prepared as per the guidelines of UGC-DEB and approved by the Academic Council of the University. It is mentioned in the regulations. Two programmes were approved in March 2024. The sample PPR is attached:

Bachelor of Business Administration (BBA) PPR is attached

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.

The CDOE of AMET Deemed to be University deploys the Self Learning Materials, and other content including assessments. The subject experts and professionals were used to prepare the contents. The contents are prepared in a structured manner by using the corresponding syllabus.

Sample contents and authority approvals are attached.



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5.3 Compliance status in respect of Self-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.

The Self Learning Materials are prepared with clear objectives, learning outcomes, questions for practice, glossary, summary, answer for short questions, web resources and reference materials. The programme coordinator coordinated the preparation of SLMs. The subject experts were the content writers and the contents were reviewed by another set of experts.

Sample SLM is attached

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Part - VI: Programme Delivery through Learner Support Centre (LSC)

6.1 Details of personal contact programmes implemented:

Please provide information in respect of programmes at UG, PG and PGD Programmes

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
1	BBA (UG)	AMET Deemed to be University	Nil (As No Student have joined the ODL Programme Yet)	0	0	0
2	BCom (UG)	AMET Deemed to be University	Nil (As No Student have joined the ODL Programme Yet)	0	0	0

6.2 Compliance status of 'Learner Support Centre' - As per Annexure - VIII of UGC(ODL Programmes and Online Programmes) Regulations, 2020

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

NA

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6.3 LSC wise enrollment details (Not for Private University)

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	NA									
N.										

Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years.

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

6.4 Off campus details (For Deemed to be University)

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published in the Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	NA						

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6.5 Delivery of Self-Learning Material

Delivery of Self Learning Material to learners for ODL programmes as defined in Annexure-VI and Annexure-VII of Regulations

Type	Date of Admission (for July and January)	Date of delivery SLM	Whether SLM delivered to learners within a fortnight from the date of admission
Printing Material	NIL	NIL	NIL
Audio-Video Material	NIL	NIL	NIL
Online Material	NIL	NIL	NIL
Compute based Material	NIL	NIL	NIL

- The Self Learning Material was not delivered as there are no students in the ODL Programme

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

a. Provide details as under: **NIL**

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 - programmes wise)
	NA	NA	NA	NA	NA	NA	NA

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

Upload NA



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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. A copy of the joint declaration is attached	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	Yes. Link is given below: https://www.ametuniv.ac.in/odlol2024/1.5.pdf	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	UGC-DEB Approval: ODL: https://drive.google.com/file/d/1PK2NsSIwZ9IJJaKbL6XO-BBGqPQWB-Wpm/view?usp=sharing AICTE Approval: https://www.ametuniv.ac.in/odlol2024/2.1.6.pdf	

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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. Link is given below: https://www.aucdoe.in/	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;	Yes. Programm-wise details of 3 programmes are given below BBA https://www.aucdoe.in/bba.html B.Com https://www.aucdoe.in/bcom.html	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Not Prepared As No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Not Prepared As No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
8.	Information regarding all the programmes recognised by the Commission	Yes. Link is given below: ODL programmes: https://drive.google.com/file/d/1PK2NsSlwZ9lJaKbL6XO-BBGqPQWB-Wpm/view?usp=sharing	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	NIL No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	

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10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	Yes. Link is given below. Approval was given for the First Batch in March 2024. https://ametuniv.ac.in/odlo/2024/2.1.4c-d.pdf	
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	Yes. FAQs are available on the website https://aucdoe.in/faq.html	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	NA -No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
13.	List of the 'Examination Centres' alongwith the number of learners in each centre, for Open and Distance Learning programmes	NIL -No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	NIL -No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
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	NIL -No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
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	Only six months have elapsed after getting the approval.	

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Part – VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	Yes
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	Yes

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3.	<p>A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges-</p> <p>(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;</p> <p>(b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions;</p> <p>(c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.</p>	Yes
4.	<p>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.</p>	Yes
5.	<p>The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government:</p> <p>Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	Yes
6.	<p>Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners:</p>	Yes

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	Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	
7.	Every Higher Educational Institution shall- (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force	Yes
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment	Yes
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes



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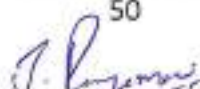
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8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes
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	Yes
8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes



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8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation 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
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 Open and Distance Learning mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution.	Yes

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13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	Yes
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person 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

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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.

At CDOE, a grievance redressal committee has been constituted with members to oversee and resolve student's grievances within the stipulated time. The committee's main function is to ensure the identification of student's issues and challenges in the process of learning.

No Students were admitted in ODL mode

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
NIL	NIL

9.3 Complaint Handling Mechanism

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

As per the guidelines, the students CDOE will be able to launch complaints through the web portal and can track the status of the resolution.

<https://aucdoe.in/pdf/grievance-redressal.pdf>

9.4 Details of Complaints received from UGC (DEB)

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

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

Yet to bring in major innovations as this is the genesis year and no admissions have been made in the ODL Programmes.

10.2 Best Practices of the HEI

Student Centered Practice of the course delivery. Examination will also be conducted as per the student's requirement.

10.3 Details of Job Fairs conducted by the HEI

NA - As there are no students in the ODL Programmes

10.4 Success Stories of students of ODL mode of the HEI

NIL

10.5 Initiatives taken towards conversion of SLM into Regional Languages

Since this being the first semester, efforts will be made in the forthcoming semesters.

10.6 Number of students placed through Campus Placements

NA - As no students have joined

10.7 Details of Alumni Cell and its activity

NA - As no students have joined the ODL batch

10.8 Any other Information

NIL

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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.J.Rengamani

Seal:

Date: 29-08-2024



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Signature of the Registrar:

Name: Dr. R. Mutheszilan

Seal:

Date: 29-08-2024



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Note: Kindly take the print out of duly 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.



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Annual Report

OF

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

PROGRAMMES UNDER

ONLINE MODE

2023-2024



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Part – I: General Information**1.1 Date of notification of the Centre(attach a copy of the notification):**

<https://www.ametuniv.ac.in/odl/X.ii.pdf>

1.2 Details of Director, CIQA

- Name : Dr. I. Haroon Basha
- Qualification: Director - CIQA, CDOE - Member Secretary
- Appointment Letter and Joining Report: Appointment Letter and Joining Report is attached

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. V.Rajendran, Vice- Chancellor	Mechanical Engineering	10-07-23
b.	Three Senior teachers of HEI	Member 1	Dr.S.Bharathi Raja, Principal - AICTE -	Mechanical Engineering	10-07-23
		Member 2	Dr. S. Priya - Dean, Academic - Member	Electrical and Electronics Eng	10-07-23
		Member 3	Dr.D. Arivazhagan - Director IQAC - Member	Management Studies	10-07-23
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and	Member 4	Dr Sandeep Kumar Gupta, Professor & Head, Department of Business Studies, AMET - CDOE (Member)	Management Studies	10-07-23
		Member 5	Dr Ruben Anto, Head of Department of Commerce, AMET - CDOE (Member)	Commerce	10-07-23
		Member 6	Dr R Balaji, Professor & Head, Department of Management Studies, AMET - CODE (Member)	Management Studies	10-07-23
d.	Two External Experts of ODL and/or	Member 7	Dr. Manoranjan Pon Ram, Director CDOE,	Management Studies	10-07-23

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	Online Education	Member 8	Dr. S.Subramanian - Professor & Director, Tamilnadu Open University (TNOU), Chennai - Member	Management Studies	10-07-23
e.	Officials from departments of HEI • Administration • Finance	Member 9 Administration	Dr. M. Jayaprakashvel, Registrar i/c, AMET, (Member)	Marine Bio- Technology	10-07-23
		Member 10 Finance	Ms. K. Jayabarathi, Director, Finance - Member	Commerce	10-07-23
f.	Director, CIQA	Member Secretary	Dr. I. Haroon Basha, Director - CIQA, CDOE - Member Secretary	Management Studies	10-07-23

a. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y)

If No, reason thereof

The Second meeting of the CIQA will be held in the second half of the year and which will be held in the month of November 2024. The Changes would be made during that CIQA Meeting.

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1.4 Number of meetings held and its approval:

a. No. of meetings held every year: (Only one semester over) 01

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	10-07-2023	2	upload	upload
Meeting 2	--	--	--	--

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

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	T G	Total	
1.	NA											
N.												

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

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

From <Month, Year> 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: -NIL-

From <Month, Year>academic session: TO BE EXTRACTED FROM WEBPORTAL

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.	Online BBA	3	120	10 ⁺ , +2	12,000 per semester	F.No. 2-2/2024 (DEB-II) / 28-03-2024	11	5	0	16*
2.	Online B.Com	3	120	10 ⁺ , +2	10,000 per semester	F.No. 2-2/2024 (DEB-II) / 28-03-2024	0	0	0	0

* 5 BBA students have withdrawn from the programme.

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

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	Online MBA - Shipping and Logistics Management	2	96	10 th , 12 th , UG degree	28,000 Per Semester	F.No. 2-2/2024 (DEB-II) / 28-02-2024	46	3	0	51*
* 2 online MBA students have withdrawn from the programme										

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

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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	In the online learning mode, connecting with the students would be the major challenge where there are n physical classes. In this scenario, the Learning Management System (LMS) must be robust and user-friendly. Orientation for the Learning Management System and the examination portal are held to acquaint the new batch of students and instructors. A variety of technologies, including the student portal, Whatsapp, Emails, Phone Calls and others, are being utilized to support the services to the students. Mock exam sessions are being offered to the students to acquaint themselves with the system in place. An Orientation Programme is being held to the new students to acquaint themselves with the system of AMET University Online Programmes.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	CDOE organizes live Weekly interactive sessions are held for each course (subject). This allows the learners to engage in a continual learning process. Based on the request from students on the query, the query sessions are being held. The four quadrants are being used for the weekly live sessions like MCQ's, Assignments, Discussion Forums, FAQ's, Glossaries are being used.	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	The primary focus of any HEI is the teaching and learning process. When it comes to teaching, the CDOE has got qualified Professors, Associate Professors and Assistant Professors, with appropriate teaching experience in the HEI and also the required research experience which can be transformed to the learners successfully. The second part is about the learners. The learners of our online programmes are provided with the appropriate Audio, Video, Textual resources including e-books are supplied to the	

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		learners through the LMS Platform. This is done with the guidance of the four-quadrant. The programme coordinators audit the contents of the quadrants to establish the fact that the quality is being maintained. The experts of the CIQA verify the same. The contents are provided to the students via various modes like the LMS portal, whatsapp group, email etc. The students grievances are handled, Last minute revision sessions are being held in the week end classes. Mock exams are held for the benefit of the students to build their confidence in facing their end-semester examination.	
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)	The curriculum and syllabus of online programmes follow the same set of curriculum and syllabuses of the programmes offered in the conventional mode by following the Blooms Taxonomy Levels. The e-learning materials were developed in line with the concepts taught in the conventional mode. The live classes in the online programmes will provide a feeling to the learners that they are actually in a physical class and their doubts and queries will be answered on the spot. The additional audio-visual learning materials and the textual learning materials are being prepared by the team of expert faculty members. The standards maintained with the regular mode of programme.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	The feedback from various stakeholders are received by the feedback system of AMET University are attached: <ol style="list-style-type: none"> 1. Learner's feedback 2. Teacher's feedback 3. Staff feedback 4. Parents feedback 5. Society feedback 	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	CDOE suggests to the authorities of HEI that frequent audits have to be conducted on the functioning of CDOE through CIQA so as to offer high quality education to the online students in the consistent manner.	

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7.	Implementation of its recommendations through periodic reviews	CDOE offers 3 online programmes by following the curriculum and syllabus of the programmes offered in the regular mode, with the proper approval of the statutory bodies such as BoS and ACM.	
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.	The workshops/ orientations are conducted regularly for the new learners and faculty to familiarize themselves with the LMS usage. The Director conducts exclusive interaction with the faculty members both external and internal to plan and schedule for the upcoming session to maintain the international standard of learning. Various such sessions have been organized to improve the quality of the stakeholders learning and the reports were disseminated to all the stakeholders.	
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	The students of online programmes are guided right from the enquiry stage till the completion of the semester examinations through the website, whatsapp group, email and telephonic calls. The best practices are followed in all the domains of the students of online programmes such as academic flexibility, grievance redressal, qualified and experienced faculty members, robust and user friendly LMS, proctored examination, indigenous e-learning materials and much more.	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	The Director, Deputy Director, Assistant Director review the admission details, maintain records of the students, monitors the live lectures, the recorded lectures are uploaded in the LMS for the benefit of the students, learning from the industry experts and other similar aspects are collected, collated and disseminated.	
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary	The Programme Project Reports were created in accordance with the guidelines of UGC-DEB and they have been approved by the statutory authorities of the University.	

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	by the appropriate regulatory authority having control over the programme		
12.	Mechanism to ensure the proper implementation of Programme Project Reports	The CDOE has ensured on the proper implementation of Programme Project Report (PPR) through the Academic Calendar, Curriculum, Fee Structure, Examination and Assessment System. Periodic academic meetings are held to ensure there is smooth implementation of the standards mentioned.	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	The CDOE of the University has submitted the half-yearly CIQA report only since the online programmes of the University were approved for the Calendar Year Batch of February 2024.	
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	The University has started offering the online programmes after getting approval from UGC-DEB from February batch 2024 only.	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	The objective of CDOE is to offer a student centred system where the teaching and learning processes are improved using cutting-edge pedagogy and also through the academic flexibility to the learners of the online programmes. To inculcate research based learning, the LMS provides various activities through which the students will be able to learn the courses through research oriented activities.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a	The Academy of Maritime Education and Training (AMET) Deemed to be University, has obtained the NAAC grade of "A" with a score of 3.13 valid upto 12-09-2026 Year of assessment of NAAC :- 2021	

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	designated body for accreditation such as NAAC etc.		
17.	Measures adopted to ensure internalization and Institutionalization of quality Enhancement practices through periodic accreditation and audit	The University has planned for the periodic annual academic audit at the end of the first year of the approval of the Online Programmes. The University has completed the Semester-I of the FIRST year of approval of online programmes that is, February 2024 batch.	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The CDOE adheres strictly to the UGC-DEB's orders and circulars. The CDOE Director and Deputy Director coordinate with the commissions orders within the stipulated time.	
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	The CDOE takes all possible efforts to setup quality benchmark so as to ensure the best practices are followed at all times of the teaching and learning process. The CDOE team connects with the industry and other academic institutions to ensure the quality education being offered to the learners of the online programmes.	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	The CDOE ensures the periodic convening of the departmental academic meeting, Board of Studies meeting, Seminars, Workshops, Student Orientation Programme, Feedback Analysis, Grievance Redressal Meetings, CIQA meeting.	

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21.	<p>(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.</p> <p>(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.</p>	<p>The University has been granted with the approval for offering the Online Programmes such as MBA-Shipping and Logistics Management, BBA and B.Com from February 2024 batch Only. Hence the FIRST half-yearly report of CIQA is submitted.</p>	
22.	<p>Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of</p>	<p>All CIQA reports are duly approved by the competent authority.</p>	

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	quality assurance systems and processes		
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	The curriculum standards for the instructional design have been adhered in accordance with the synchronous and asynchronous nature of online learning. In addition to that, the instructional design entails providing the materials to the students in the form of Self-Learning Materials (SLM), e-contents (E-Learning Materials), Video Lectures, Discussion Forums, PPTs with four quadrant approach.	
24.	Promoted automation of learner support services of the Higher Educational Institution	The students have an access to the dedicated online system through which the students can learn their courses, make fee payment, raise grievance ticket and complete the entire online programme.	
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	The CDOE seeks the assistance of the external experts for better functioning of the department and also to offer the services to the learners in the seamless manner. Moreover, the CDOE has enable the validation of its activities through the external and internal reviewers.	
26.	Coordinated with third party auditing bodies for quality audit of	The annual audit will take place every year with the members from other departments and also from outside the University.	

	programme(s)		
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	The University has been granted with NAAC A grade with a score of 3.13 valid upto 12-09-2026. For the subsequent assessment, the CDOE will submit a self-appraisal report to the authorities.	
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	The CDOE has planned to collaborate with the associations such as MCCI, AIMA	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The CDOE will collaborate with the industries for increasing the employability of the learners.	

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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.	<p>Governance, Leadership and Management:</p> <p>a. Organisation Structure and Governance</p> <p>b. Management</p> <p>c. Strategic Planning</p> <p>d. Operational Plan, Goals and Policies</p>	<p>The CDOE has carefully organized the roles and responsibilities of the teaching non-teaching staff for the online programmes as per the stipulations and norms of the UGC-DEB and also AMET University. The department has recruited the appropriate number of faculty members, administrative staff members, technical staff members by following the guidelines of UGC-DEB and also by following the recruitment policy of AMET University. The organizational structure that governs the CDOE activities include a Director, Deputy Director, Assistant Director, Programme Coordinators, Course Coordinators. The department has got a recording studio to record the video lectures and also appropriate resources for video editing and mixing. The strategic plan of the department is to offer quality online education in the flexible manner. The operational plan of the department is to offer services to the students during weekends and also during public holidays so as to meet the set goals and policies.</p>	
2.	Articulation of Higher Educational Institution Objectives	The CDOE clearly states its vision, mission, programme objectives, course objectives, course articulation matrix in	

		the curriculum and syllabus of the online programmes such as MBA-Shipping and Logistics Management, BBA and B.Com programmes and are also made available in the website. Each programme coordinator ensures the smooth delivery of the programmes. The Programme Project Reports provide extensive details of the articulation of HEI objectives.	
3.	<p>Programme Development and Approval Processes</p> <p>a. Curriculum Planning, Design and Development</p> <p>b. Curriculum Implementation</p> <p>c. Academic Flexibility</p> <p>d. Learning Resource</p> <p>e. Feedback System</p>	The curriculum planning, design and development of academic programmes has been prepared following the guidelines and also with the approval of Board of Studies and Academic Council. It has the process, systems and structures in place to carry out these responsibilities. With the help of the academic calendar the curriculum planned were executed accordingly. The learners are provided with Self-Learning Materials, E-Learning Materials, Video Lectures, PPTs and Discussion Forums using four quadrant approach. The feedback has been obtained from all the stakeholders.	
4.	Programme Monitoring and Review	The Director of CDOE, Deputy Director, and Assistant Director along with the programme coordinators continuously review the smooth functioning of the online programmes in terms of e-content, recorded live classes, LMS flow, live classes and assessments as per the academic calendar	
5.	Infrastructure Resources	The students of the online programmes are provided with excellent e-learning materials, video lectures, self-learning materials, discussion forum and assessment through the	

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		Learning Management System (LMS).	
6.	Learning Environment and Learner Support	At CDOE, the students are provided with e-learning platform (LMS) where they have access to all the e content. And the academic counsellor is also available when the student needs any assistance. This is done to provide a seamless learning experience to the students joining AMET.	
7.	Assessment and Evaluation	At AMET, the department has a robust evaluation through varied assessment tools including multiple choice questions, projects, reports, case-studies, presentations, and term-end examinations, to suit the different learning outcomes expected of the course elements. This has been approved in the Academic council meeting.	
8.	Teaching Quality and Staff Development	Faculty are motivated to attend the faculty development program and other programs. The classes for the students will also be taken in the weekends.	

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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	At the beginning of every semester, an academic calendar is issued to the learners and faculty members / staff members. It is mandatory to follow the events of the academic calendar.	https://auol.in/pdf/Schedule-Academic-Calendar.pdf (Academic Calendar)
2.	Validation	Before the implementation of programmes, the curriculum and syllabus of ODL/OL programmes, Self-Learning Materials, E-Learning Materials and PPR are approved by the Board of Studies, Academic Council. The fee structure is approved by the Executive Council. As a summary, every document is approved by the competent authority.	ACM minutes
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Examination Centres b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational	The Academy of Maritime Education and Training (AMET) Deemed to be University campus is the only examination centre for online programmes which is regulated and reviewed by the Superintendent, the Controller of Examinations, and Observers. The online examinations are conducted using remote video proctoring and the videos are recorded. The examination report is sent	Upload document 2.3.3

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	Institution Periodic Review	to the controller of examinations on every day basis by the superintendent and proctors for review and approval. The systematic review is done for the smooth functioning of the online examination.	
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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

Or

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

Dr.J.Rengamani, Professor and Director, Centre for Distance and Online Education, AMET Deemed to be University
<https://ametuniv.ac.in/odl012024/1.7.pdf> (Director appointment order, joining report, Resume)

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

Or

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

Dr R Sundar, Deputy Director, PhD, GP Rs.37400-67000+Rs.10,000.
 (Attach appointment letter and joining report)

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

Or

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

Dr K Sampath Kumar, Assistant Director – Online Programmes, PhD, GP Rs.15,000-39,100+Rs.6000
 (Attach appointment letter and joining report)

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:

Yes, The faculty are appointed as per the norms of the University.
(Attachment of OL faculty and supporting staff to be provided)

i. Programme name:

a. Programme Coordinator

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Dr A Shameem, Professor and Programme Coordinator BCom	PhD	35 years	Regular/37400-67000+10000GP	01/06/2023
2	Dr R Nandhini, Professor and Programme Coordinator BBA	PhD	24 years	Regular/37400-67000+10000GP	01/05/2024
3	Dr S Poongavanam Professor and Programme Coordinator MBA	PhD	30 years	Regular/37400-67000+10000GP	01/06/2023

b. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Principles of Mangement, Organisational Behaviour	Dr.K.Meenakshi/ Professor	MBA, Ph.D	22	Regular/37400-67000+10000GP	03-06-2024
2	Marketing Management, HRM	Dr.M.Suresh Kumar/ Associate Professor	M.Sc, MBA, Ph.D	16	Regular/ Rs.37,400-67,000+Rs.9,000 GP.	03-06-2024

3	Business Communication, Business English	Dr.K.J.Sumitha/ Associate Professor	MBA, Ph.D	14	Regular/ Rs.37,400-67,000+Rs.9,000 GP.	03-06-2024
4	Finance and Accounting	Dr.C.Senthil Kumar/ Associate Professor	MBA, Ph.D	11	Regular/ Rs.37,400-67,000+Rs.9,000 GP.	03-06-2024
5	Data Analysis and Statistics	Ms.R.Divyarajani/ Assistant Professor	BE, MBA	8	Regular/ Rs.15,600-39,100+Rs.6,000 GP	03-06-2024
6	Statistics, Retail Marketing	Mr.S.Arunkumar/ Assistant Professor	MBA	9	Regular/ Rs.15,600-39,100+Rs.6,000 GP	03-06-2024
7	Shipping and Logistics	Mr.S.Prithivi/ Assistant Professor	MBA	2	Regular/ Rs.15,600-39,100+Rs.6,000 GP	03-06-2024
8	Entrepreneurship, HRM	Ms.V.K.Elavarasi/ Assistant Professor	MBA	2	Regular/ Rs.15,600-39,100+Rs.6,000 GP	03-06-2024
9	Shipping and Logistics	Ms.Deepika Ravi/ Assistant Professor	MBA	3	Regular/ Rs.15,600-39,100+Rs.6,000 GP	01-08-2024
10	Marketing and HRM	Ms.Nishltn.R.N/ Assistant Professor	MBA	1	Regular/ Rs.15,600-39,100+Rs.6,000 GP	01-08-2024

c. Course mentor

S.No	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining Programme
1	Dr.R.Balaji/Professor	MBA, Ph.D	27	Regular/37400-67000+10000GP	01-06-2023
2	Dr.R.Srinivasan/Associate Professor	MBA, Ph.D	30	Regular/ Rs.37,400-67,000+Rs.9,000 GP.	01-06-2023
3	Dr.R.Sathish/Associate Professor	MBA, Ph.D	8	Regular/ Rs.37,400-67,000+Rs.9,000 GP.	01-06-2023
4	Dr.R.Vettriselvan/Associate Professor	MBA, Ph.D	16	Regular/ Rs.37,400-67,000+Rs.9,000 GP.	01-06-2023
5	Dr.K.Meenakshi/Professor	MBA, Ph.D	22	Regular/37400-67000+10000GP	03-06-2024
6	Dr.M.Suresh Kumar/Associate Professor	M.Sc, MBA, Ph.D	16	Regular/ Rs.37,400-67,000+Rs.9,000 GP.	03-06-2024
7	Dr.K.J.Sumitha/Associate Professor	MBA, Ph.D	14	Regular/ Rs.37,400-67,000+Rs.9,000 GP.	03-06-2024
8	Dr.C.Senthil Kumar/Associate Professor	MBA, Ph.D	11	Regular/ Rs.37,400-67,000+Rs.9,000 GP.	03-06-2024
9	Ms.R.Divyarajani/Assistant Professor	BE, MBA	8	Regular/ Rs.15,600-39,100+Rs.6,000 GP	03-06-2024
10	Mr.S.Arunkumar/Assistant Professor	MBA	9	Regular/ Rs.15,600-39,100+Rs.6,000 GP	03-06-2024

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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 (2 for DM Universities)	2
Computer Operator	2	2
Multi Tasking Staff	2	2

Admin Staff attested photocopy of appointment letter with salary details)

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

i. Technical Team for Development of e-Content as Self-Learning e- Modules:

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

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ii. For Delivery of Online Programmes:

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

iii. For Admission and Examination for Online mode:

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

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



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Part – IV: Examinations

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the 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, examination superintendents, as observers etc	Yes	
3.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	Yes	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	No	The CDOE of AMET University is conducting online exams through remote proctoring.
5.	The number of examination centres in a city or	No	The CDOE of AMET University is conducting online exams through remote proctoring.

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S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
	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.	No	The CDOE of AMET University is conducting online exams through remote proctoring.
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	No	The CDOE of AMET University is conducting online exams through remote proctoring.
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	No	The CDOE of AMET University is conducting online exams through remote proctoring.
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	No	The CDOE of AMET University is conducting online exams through remote proctoring.
10.	Safety and security of the examination centre must be ensured	No	The CDOE of AMET University is conducting online exams through remote proctoring.
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	No	The CDOE of AMET University is conducting online exams through remote proctoring.
12.	Provision of drinking water must be made for learners	No	The CDOE of AMET University is conducting online exams through remote proctoring.
13.	Adequate parking must be available near the examination centre	No	The CDOE of AMET University is conducting online exams through remote proctoring.
14.	Facilities for Persons with Disabilities should be available	No	The CDOE of AMET University is conducting online exams through remote proctoring.

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

S.No.		Whether being complied Yes/No If yes, please provide details and upload relevant documents	If No, Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	No	CDOE of AMET University is conducting exams through remote proctoring online examination.
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Yes	
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes	
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes. Proper guidelines have been followed and also been shared with the students. Guidelines are attached.	
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. Proper evaluation policy is defined for both Continuous and End-Semester Examinations. The domain experts are used in the evaluation process of evaluating the online answers with a defined methodology and within the given time lines. Evaluation Policy is attached https://ametuniv.ac.in/odl024/2.1.5.pdf	
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Online mode: the learner has minimum	Yes. 75% of participation is followed in online students include live lectures, attending webinars and workshops, attendance in the internal exams, submission of assignments, quizzes, completion of activities given by the professors. https://ametuniv.ac.in/odl024/2.1.5.pdf	

	participation of 75 per cent in all the activities of Online programme prior to end semester examination or term end examination.		
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 mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes. The courses in the curriculum and syllabus have appropriate credits as that of the programmes offered in the conventional mode. Setting up of questions are also based on the Blooms Taxonomy Levels. (Document that says the syllabus curriculum as the same the regular programme)	
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. summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes. The CDOE of AMET University is following the assessment of students as 70% of end-semester exams and 30% of continuous assessment. Sample question paper is attached. (CIA - Sample QP and ESE - Sample to be attached)	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes. The submission of assessments (formative and summative) is notified through the notification system in the LMS. The end-semester exams is conducted through the proctored online mode. Notification is attached	
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. The marks obtained in continuous assessment and end-semester assessment are shown separately in the grade sheet.	

		Sample Grade Sheet is attached	
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. The process of examination is issued by the Controller of Examinations and followed as per the guidelines. Process of examination and guidelines are attached	
9.	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Yes. The dedicated committee is constituted to conduct the examination under the supervision of the Superintendent. List of proctors is attached	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes. The end-semester examinations are conducted using remote proctoring mode and the proceedings are recorded and made available to the IT team of CDOE Sample Recording is attached	
	(b) Availability of biometric system	Not Applicable for remote proctoring mode	
	(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	Yes. The identity of the students are checked by using Aadhaar card or by other government id card together with the student id-card. Sample Student ID card is attached	

	learners		
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution	Yes. The online examinations are monitored by the proctors and superintendent and are also recorded. Sample faculty proctoring is attached	
11.	The Higher Educational Institution shall retain all such Closed-Circuit Television recordings in archives for a minimum period of five years	Yes. The end-semester exams are conducted through remote proctoring mode	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes. The observers are assigned. List of observers is attached	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes. Observer report is attached.	
13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	Yes. The CDOE of AMET Deemed to be university conducted the end-semester examination using remote proctoring mode with all the security features and ensured the transparency and credibility of conducting the examinations.	

14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored examinations for such learners	Yes. Most of the admitted students appeared in the examinations. Students Examination Attendance List is attached.	
15.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	Yes. All guidelines are followed while designing the degree. The sample degree is attached.	
	(b) Each award shall also be uploaded on the National Academic Depository	Yes. The CDOE of AMET has created ABC-Id for all the students.	
16.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination	Yes. Samples of the backside of Mark sheet and Degree Certificate are attached	


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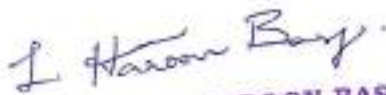
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4.4 Result and Student Progression For UG, PG and PGD programmes *

Semester beginning	Programmes	No. of Students admitted	No of Students appeared in exams	No of Students progressed to next year	% of students passed	% of student passed in first class
February 2024	Online MBA Shipping and Logistics Management	51*	37	Semester-I exams are completed. Publication of Results are in Pending		
	Online BBA	16**	5			
* 2 MBA students withdrawn ** 5 BBA students withdrawn						



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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.

PPRs are prepared as per the guidelines of UGC-DEB and approved by the Academic Council of the University. mentioned in the regulations. Three programmes were approved in March 2024. The sample PPR is attached:

Bachelor of Business Administration (BBA) PPR is attached

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.

The CDOE of AMET Deemed to be University deploys the four-quadrant approach quadrupled with e-content, audio-video content, discussion forum and assessments. The subject experts and professionals were used to prepared the e-contents and also video contents using the inhouse studio. The flow of the video lectures follows the syllabus of the course in a lucid manner so that the beginner learners can easily understand the concepts. The e-contents are prepared in a structured manner by using the corresponding syllabus. The discussion forum paves way for the students to clarify the doubts. The assessments are made by using formative and summative assessments. The assessments can be categorized as quizzes, assignments, management games, workshops, short seminars, continuous assessments, MCQs, short answer questions, and long-long answer questions.

Sample e-contents, LMS login credentials for four-quadrant approach and authority approvals are attached.



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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.

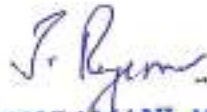
The E-Learning Materials are prepared with clear objectives, learning outcomes, questions for practice, glossary, summary, answer for short questions, web resources and reference materials. The programme coordinator coordinated the preparation of ELMs. The subject experts were the content writers and the contents were reviewed by another set of experts.

Sample SLM is attached



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Part – VI: Programme Delivery through Learning Platform

6.1 Details of Learning Platform

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

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

Not Applicable

- 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

The Non-SWAYAM Learning Platform has been developed and owned by AMET Deemed to be University. The student learning platform (LMS) is given below:

Students LMS Portal Web address: <https://portal.auol.in/>
Login-Id: student1
Password: Stud1@123

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-

A well-defined and proper mechanism has been put in place to ensure that programme delivery takes place according to the regulations of the UGC mandate. Each and every course of the programme is carried-out using four-quadrant approach. The programme delivery is effectively done through the predefined academic Calendar and the flow of events. It is ensured through the LMS that the academic modules like SLM, A/V Lectures and PCP Live Sessions are executed. Regular assessments are also enabled as per the exam schedule and eligibility criteria for the batch and the running semesters. Learners progression Learners can go to LMS and click on Activity completion to track his progress. The faculties can monitor the progression of learners with respect to the subject and the programme. Reports are generated on the learner attendance, activity completion, Quiz performance, success rate in term exams with respect to pass/fail in an automated system.

Learning scheme (as per table 3, Annexure - VII)

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

a. Provide details as under: No

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)
	NIL						

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

NA

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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. A copy of the joint declaration is attached	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode	Yes. Link is given below: https://www.ametuniv.ac.in/odl/2024/1.5.pdf	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	UGC-DEB Approval: ODL: https://drive.google.com/file/d/1PK2NsSlwZ9lJaKbL6XO-BBGqPQWB-Wpm/view?usp=sharing OL: https://drive.google.com/file/d/1PK2NsSlwZ9lJaKbL6XO-BBGqPQWB-Wpm/view?usp=sharing AICTE Approval: https://www.ametuniv.ac.in/odl/2024/2.1.6.pdf	

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. Link is given below: https://www.auol.in/	
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. Programm-wise details of 3 programmes are given below MBA-Shipping and Logistics Management https://www.auol.in/mba-shipping-logistics-management.html BBA https://www.auol.in/bba.html B.Com https://www.auol.in/bcom.html	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes. Link is given below: https://www.auol.in/pdf/Schedule-Academic-Calendar.pdf https://www.auol.in/pdf/grievance-redressal.pdf Students LMS portal is used for mentoring, assignments, feedback, etc. https://portal.auol.in/ Examinations and Result Declaration: https://www.auol.in/	
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	The curricula designed and developed for the online programmes considering the current and future market trends. Based on Blooms Taxonomy Levels, each course has been designed with course objectives, course outcomes, course articulation matrix, 5 units, text books and reference books in each and every course. The two-ways of online delivery are followed	

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		such as synchronous and asynchronous ways using the indigenously developed LMS. The SLM is developed in a lucid manner which would be really simple for the learners to understand the concepts of the courses. Synchronous learning happens through the week end classes and asynchronous learning happens through the LMS. The LMS is very much user friendly and the learners can navigate easily through the student portal and Mobile phones with basic internet connections. Four-quadrant approach is followed in the LMS such as e-contents, AV contents, Discussion Forum and Assessments.	
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. Link is given below: https://drive.google.com/file/d/1YgluMFqEyBYmlObBtGe0cVadp39MHjb1/view?usp=sharing	
9.	Information regarding all the programmes recognised by the Commission	Yes. Link is given below: ODL programmes: https://drive.google.com/file/d/1PK2NsSlwZ9lJaKbL6XO-BBGqPQWB-Wpm/view?usp=sharing OL programmes https://drive.google.com/file/d/1o1G5KAclA2BvHyLCCutqDqxo9z1HZYx/view?usp=sharing	

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S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes. Link is given below for the first batch viz., February 2024 Calendar Year Batch: https://www.ametuniv.ac.in/odlo/VIII.xlsx	
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. Link is given below. Approval was given for the First Batch in March 2024. https://ametuniv.ac.in/odlo/2024/2.1.4c-d.pdf	
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. FAQs are available on the website https://auol.in/faq.html	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	Not Applicable	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	Yes. Examinations are conducted using remote proctoring mode. Link is given below:	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes. Academic Calendar link is given below: https://auol.in/pdf/Schedule-Academic-Calendar.pdf	
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	Only six months have elapsed after getting the approval.	


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Part - VIII: Admission and Fees**8.1 Compliance status of 'Admissions and Fees' - As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

S.No.	Provision	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes. Complied with all enrolments
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.
3.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes.
4.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	Yes.

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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.	<p>Every Higher Educational Institution shall-</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and</p> <p>(d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.</p>	Yes.
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 sr. no. '8(a)' to '8(k)' below	

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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.
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	Yes.

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	admission to each programme of study and the amount of fee to be paid for the admission test	
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	Yes.
8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes.
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes.
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned	Yes.

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	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
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	Yes

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	Educational Institution	
14.	<p>No Higher Educational Institution shall, issue or publish-</p> <p>(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;</p> <p>(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</p>	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

No International students were admitted to the online programmes with regard to February 2024 (Calendar Year Batch)

If No, reason thereof:

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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.

At CDOE, a grievance redressal committee has been constituted with members to oversee and resolve student's grievances within the stipulated time. The committee's main function is to ensure the identification of students issues and challenges in the process of learning.

A sample grievance copy is attached.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
6	6

9.3 Complaint Handling Mechanism

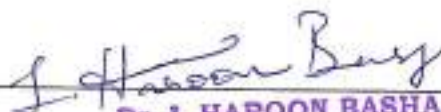
HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per Regulations. Also, mention details of Nodal Officers.

As per the guidelines, the students CDOE will be able to launch complaints through the webportal and can track the status of the resolution.

<https://www.auol.in/pdf/grievance-redressal.pdf>

9.4 Details of Complaints received from UGC (DEB)

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


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Part - X: Innovative and Best Practices

10.1 Innovations introduced during academic year

- The CDOE of AMET Deemed to be University introduced a niche online programme viz., MBA-Shipping and Logistics Management, catering to the needs of Shipping and Logistics Industry by incorporating latest trends in the curriculum.
- Since the programmes of the CDOE have been approved only in March 2024, the CDOE is planning to bring-out a Newsletter for the benefit of the stakeholders.
- The MBA students are encouraged to write research articles.

10.2 Best Practices of the HEI

- The CDOE of AMET Deemed to be University has designed and implemented the quality programmes such as MBA-Shipping and Logistics Management, BBA and B.Com, so as to attract and admit the students from all over India. There are a lot of jobs available in the Logistics and Shipping Industry and these programmes will pave way for the students to get placed PAN India.
- The online classes are handled by the subject experts from the academia and industry, which will provide the latest information to the learners
- The LMS has been designed and developed by the IT team of CDOE in a robust and user-friendly manner.

10.3 Details of Job Fairs conducted by the HEI

Not Applicable as the first batch of MBA students will pass out in December 2025 and the BBA students in December 2026.

10.4 Success Stories of students of Online mode of the HEI

The online MBA-Shipping and Logistics Management programme is a boon to the seafaring community, that is, the people who are sailing on the Ships. It gives ample time for the Seafarers (Mariners) to learn the commercial side of shipping and logistics industry.

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

Since this being the first semester, efforts will be made in the forthcoming semesters.

10.6 Number of students placed through Campus Placements

Not Applicable as the first batch of MBA students will pass out in December 2025 and the BBA students in December 2026.

10.7 Details of Alumni Cell and its activity

CDOE is in the process of forming the Alumni Cell in-line with the regular Alumni Cell of the University.

10.8 Any other Information

Nil



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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.J.Rengamani

Seal:

Date: 29-08-2024

Dr. J.RENGAMANI, MBA., Ph.D.,
 Director
 Centre for Distance and Online Education (CDOE)
 AMET Deemed to be University
 Kanathur, Chennai - 603 112.

Signature of the Registrar:

Name: Dr. R. Muthezhilan

Seal:

Date: 29-08-2024

Dr. R. MUTHEZHILAN
 Registrar i/c
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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.

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