

ANNUAL REPORT

Of

CENTRE FOR INTERNAL QUALITY ASSURANCE
(CIQA)

CENTRE FOR DISTANCE AND ONLINE EDUCATION
BHARATHIDASAN UNIVERSITY
TIRUCHIRAPPALLI – 620 024

Programmes Under

ODL Mode

2022-2023

Part – I : General Information

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

A Copy of the resolution of the Syndicate (dated 07-09-1991) to start the Centre for Distance Education is enclosed.

1.2 Details of Director, CIQA

- Name : Dr.S.Palanisamy
- Qualification :
- Appointment Letter and Joining Report : Upload (PDF)

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	Chair-person	Dr.M.Selvam Hon'ble Vice Chancellor		21-07-2021
b.	Three Senior Teachers of HEI	Member 1	Dr. R. Babu Rajendran, Professor, Dept. of Environmental Biotechnology, Bharathidasan University, Tiruchirappalli.	Environmental Biotechnology	21-07-2021
		Member 2	Dr. V. Vinod Kumar, Professor, Department of English, Bharathidasan University, Tiruchirappalli	English	21-07-2021
		Member 3	Dr. Mrs. A. Lakshmipraba, Professor, Department of Botany, Bharathidasan University, Tiruchirappalli.	Botany	21-07-2021
c.	Head of three Department or School of Studies from which programme in being offered in ODL and Online monde	Member 4	Dr. A. Tamilselvan, Professor & Head, Department of Mathematics, Bharathidasan University, Tiruchirappalli.	Mathematics	21-07-2021
		Member 5	Dr. U. Alibava, Professor & Head, Department of Tamil, Bharathidasan University, Tiruchirappalli	Tamil	21-07-2021

		Member 6	Dr. A. Tholappan, Professor & Head, Department of Education, Bharathidasan University, Tiruchirappalli	Education	21-07-2021
d.	Two External Experts of ODL and / or Online Education	Member 7	Dr. A. Murugan, Director, Periyar University, Salem.		21-07-2021
		Member 8	Dr. P. Sivakumar, Professor & Head, DDE, Alagappa University, Karaikudi.		21-07-2021
e.	Officials from departments of HEI • Administration • Finance	Member 9 Finance	Thiru.S. Karunanithi – Finance Officer, Bharathidasan University, Tiruchirappalli – 24.	Finance	21-07-2021
		Member 10 Administra tion	Mrs. Kala Yoganathan, Deputy Register, Centre for Distance Education, Bharathidasan University, Tiruchirappalli – 24.		21-07-2021
		Member 11 Administra tion	Mr. B. Anand, Programme Officer – Online, Centre for Distance Education, Bharathidasan University, Tiruchirappalli – 24.	ProgrammAin g	21-07-2021
f.	Director, CIQA	Member Secretary	The Director, CDOE, Bharathidasan University, Tiruchirappalli		21-07-2021

b. Whether members mentioned at ‘b’ to ‘e’ changed every 2 Years? (Y/N)

If No, reason thereof

Yes. Process Initiated to nominate new members for the CIQA for the period 2023-2025 and will be finalised in a fortnight.

1.4 Number of Meetings held and its approval:

a. No. of meeting held every year : 02

b. Meeting details :

c.

Meetings	Date – Month – Year	No. of External Expert Present	Minutes
Meeting 1	15.11.2021	4	Uploaded
Meeting 2	21.04.2023	4	Uploaded

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: **Not Applicable**

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

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: **Not Applicable**

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

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

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

From <month, Year> academic session: **Not Applicable**

Sr. No.	Post Graduate Diploma Title	Duration (Years)	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

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

1.8 Number of programmes started at Under-Graduate Degree Programmes as per Commission Order:

July , 2022 academic session:

Sr. No.	Under - Graduate Degree Title	Duration (Years)	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	B.Sc (Hons) Chemistry	3 years	100	A pass in Higher Secondary Examination (10+2) with Chemistry as one of the core subject	9700/-	08-03-2014	226	99		325
2	B.Sc (Hons) Physics	3 years	100	A pass in Higher Secondary Examination (10+2) with Physics as one of the core subject	9700/-	07-05-2005	40	46		86
3	B.Sc (Hons) Botany	3 years	100	A pass in Higher Secondary Examination (10+2) with Botany or Biology with Chemistry	9700/-	08-03-2014	44	46		90

4	B.Sc (Hons) Zoology	3 years	100	A pass in 10+2 with Mathematics, Physics, Chemistry and Biology or Physics, Chemistry, Botany and Zoology or Biology as one of the core subjects	9700/-	08-03-2014	116	64	180
5	B.Sc (Hons) Computer Science	3 years	100	A pass in Higher Secondary Examination (10+2) with Computer Science or Mathematics as one of the core subjects	10100/-	17-05-1996	130	59	189
6	B.Sc (Hons) Information Technology	3 years	100	A pass in Higher Secondary Examination (10+2) with Computer Science or Mathematics as one of the core subjects	9000/-	15-03-2018	18	7	25
7	B.Sc Mathematics	3 years	100	A pass in Higher Secondary Examination (10+2) with Mathematics as one of the core subject	3600/-	31-03-1994	118	204	322
8	B.Sc (Hons) Geography	3 years	100	A pass in Higher Secondary Examination (10+2) with Computer Science or Mathematics as one of the core subjects	7300/-	15-03-2018	16	14	30
9	B.C.A	3 years	100	**	8700/-	18-05-1999	311	200	511
10	B.Lib.I.Sc	1 year	36	A pass in any UG Degree (after 10 th land +2)	5600/-	25-06-2002	41	47	88

11	B.A (Hons) Economics	3 years	100	**	3600/-	18-09-1992	172	122		294
12	B.A (Hons) English	3 years	100	**	3600/-	25-06-2002	266	344		610
13	B.A (Hons) History	3 years	100	**	3600/-	18-09-1992	431	268		699
14	B.A (Hons) Political Science	3 years	100	**	3600/-	15-03-2018	56	18		74
15	B.A (Hons) Public Administratio n	3 years	100	**	3600/-	15-03-2018	44	4		48
16	B.A (Hons) Tamil	3 years	100	**	3600/-	18-09-1992	475	642		1117
17	B.A (Hons) Tamil Literature	3 years	100	**	3600/-	27-05-2019	24	62		86
18	B.Com	3 years	100	**	3600/-		267	232		499
19	B.Com (Hons) (B.M)	3 years	100	***	3600/-	15-03-2018	7	6		13
20	B.B.A	3 years	100	***	3600/-	31-03-1994	299	98		397

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Sr. No.	Under - Graduate Degree Title	Duratio n (Years)	No. of Credi ts	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	B.Sc (Hons) Chemistry	3 years	100	A pass in Higher Secondary Examination (10+2) with Chemistry as one of the core subject	9700/-	08-03-2014	103	51		154
2	B.Sc (Hons) Physics	3 years	100	A pass in Higher Secondary Examination (10+2) with Physics as one of the core subject	9700/-	07-05-2005	24	16		40

3	B.Sc (Hons) Botany	3 years	100	A pass in Higher Secondary Examination (10+2) with Botany or Biology with Chemistry	9700/-	08-03-2014	24	17	41
4	B.Sc (Hons) Zoology	3 years	100	A pass in 10+2 with Mathematics, Physics, Chemistry and Biology or Physics, Chemistry, Botany and Zoology or Biology as one of the core subjects	9700/-	08-03-2014	50	30	80
5	B.Sc (Hons) Computer Science	3 years	100	A pass in Higher Secondary Examination (10+2) with Computer Science or Mathematics as one of the core subjects	10100/-	17-05-1996	102	26	128
6	B.Sc (Hons) Information Technology	3 years	100	A pass in Higher Secondary Examination (10+2) with Computer Science or Mathematics as one of the core subjects	9000/-	15-03-2018	35	6	41
7	B.Sc Mathematics	3 years	100	A pass in Higher Secondary Examination (10+2) with Mathematics as one of the core subject	3600/-	31-03-1994	58	47	105
8	B.Sc (Hons) Geography	3 years	100	A pass in Higher Secondary Examination (10+2) with Computer Science or Mathematics as one of the core	7300/-	15-03-2018	8	11	19

				subjects					
9	B.C.A	3 years	100	**	8700/-	18-05-1999	93	36	129
10	B.Lib.I.Sc	1 year	36	A pass in any UG Degree (after 10 th 1and +2)	5600/-	25-06-2002	68	92	160
11	B.A (Hons) Economics	3 years	100	**	3600/-	18-09-1992	112	97	209
12	B.A (Hons) English	3 years	100	**	3600/-	25-06-2002	207	261	468
13	B.A (Hons) History	3 years	100	**	3600/-	18-09-1992	288	140	428
14	B.A (Hons) Political Science	3 years	100	**	3600/-	15-03-2018	45	18	63
15	B.A (Hons) Public Administration	3 years	100	**	3600/-	15-03-2018	30	20	50
16	B.A (Hons) Tamil	3 years	100	**	3600/-	18-09-1992	260	344	604
17	B.A (Hons) Tamil Literature	3 years	100	**	3600/-	27-05-2019	10	36	46
18	B.Com	3 years	100	**	3600/-		182	170	352
19	B.Com (Hons) (B.M)	3 years	100	***	3600/-	15-03-2018	9	3	12
20	B.B.A	3 years	100	***	3600/-	31-03-1994	298	102	400

**** Admission to First year B.A/B.B.A/B.C.A Degree course** is open to candidates who have passed any one of the following examinations.

- A pass in the Higher Secondary Examination (+2) (Academic or Vocational Stream)/ Intermediate Examination / Pre degree Examinations / Pre University Examinations under 10+2/11+1/ 11+2 pattern conducted by Government of Tamil Nadu or any other Board / States (or) Union Territories (or) an examination accepted as equivalent thereof by the Syndicate of the University.
- 3 year Polytechnic Diploma in Tamil Nadu Technical Education
- A pass in Plus Two Examination of the National Open School, New Delhi
- As Pass in the G.C.E (Advanced Level / Principal Level / without less than 3 subjects in the 'A' Level with ENGLISH in the 'O' level / Subsidiary level)
- The Indian School Certificate Examination (12 years) conducted by the Council for Indian School Certificate Examination held in 1977 pr thereafter [provided that they have been declared to have attained the pass standard in the examinations in not less than 5 subjects of ENGLISH shall be one.
- Intermediate Examination (2 years) of Andhra Pradesh, Pre Degree Examination (2 years) of Kerala and Pre University Examination (2 years) of Karnataka under the 10+2 pattern

- Candidates who have successfully completed 12 or 13 years of education in any State of India or Abroad under 11+1 or 10+2 pattern, subject to approval by the authorities of this university.

*** **Eligibility for B.Com., B.Com. Bank Management** – A pass in Higher Secondary Examination (10+2) with Commerce and Accountancy. 20% of seats may be reserved for Vocational stream. The candidate who has passed Diploma in Commerce or Modern Office Practice (3 years) of equivalent awarded by Directorate of Technical Education / National Council of Vocational Training is eligible for lateral entry to II year.

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

July 2022 academic session:

Sr. No.	Under - Graduate Degree Title	Duration (Years)	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	M.Sc Mathematics	2 years	72	B.Sc Mathematics	4400/-	18-09-1992	108	328		436
2	M.Sc Chemistry	2 years	72	B.Sc Chemistry	13700/-	08-03-2014	185	208		393
3	M.Sc Physics	2 years	72	B.Sc Physics	12600/-	07-05-2005	78	155		233
4	M.Sc Botany	2 years	72	B.Sc Botany	13700/-	08-03-2014	19	65		84
5	M.Sc Zoology	2 years	72	B.Sc Zoology	12600/-	08-03-2014	22	54		76
6	M.Sc Computer Science	2 years	72	B.Sc Computer Science / B.Sc I.T/ B.C.A / Software Development (or) Any other degree equivalent accepted by the Syndicate	11300/-	21-06-2004	43	80		123
7	M.Sc Information Technology	2 years	72	B.Sc Information Technology	13800/-	21-06-2004	3	11		14
8	M.Sc Geography	2 years	72	B.Sc Geography	10200/-	15-03-2018	19	16		35
9	M.Lib.I.Sc	1 year	40	B.Lib.I.Sc	6300/-	25-06-2002	15	13		28
10	M.Com	2 years	72	A pass in B.Com/Bank Management/	4400/-	18-09-1992	110	135		245

				Computer Application / Cooperation / B.B.A and other related Programs equivalent to B.Com						
11	M.Com (F.M)	2 years	72	A pass in B.Com/Bank Management/ Computer Application / Cooperation / B.B.A and other related Programs equivalent to B.Com	6800/-	15-03-2018	2	4		6
12	M.A Economics	2 years	72	B.A Economics / Econometrics	4400/-	18-09-1992	32	22		54
13	M.A English	2 years	72	A pass in B.A English Literature (or) and degree with English as Part II Language	4400/-	18-09-1992	93	340		433
14	M.A History	2 years	72	Any UG Degree	4400/-	18-09-1992	82	82		164
15	M.A Tamil	2 years	72	A pass in B.A Tamil / Pulavar Degree (or) any Degree with Tamil as Part I Language	4400/-	18-09-1992	79	161		240
16	M.A Political Science	2 years	72	Any UG Degree	6200/-	15-03-2018	37	8		45
17	M.A Public Administration	2 years	72	Any UG Degree	6200/-	15-03-2018	15	8		23
18	M.A Human Resource Management	2 years	72	Any UG Degree	4800/-	22-04-2005	13	4		17
19	M.Com (Bank Management)	2 years	72	A pass in B.Com/Bank Management/ Computer Application / Cooperation / B.B.A and other related Programs	6800/-	15-03-2018	2	4		6

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

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Sr. No.	Post -Graduate Degree Title	Duration (Years)	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	M.Sc Mathematics	2 years	72	B.Sc Mathematics	4400/-	18-09-1992	46	173		219
2	M.Sc Chemistry	2 years	72	B.Sc Chemistry	13700/-	08-03-2014	85	92		177
3	M.Sc Physics	2 years	72	B.Sc Physics	12600/-	07-05-2005	33	75		108
4	M.Sc Botany	2 years	72	B.Sc Botany	13700/-	08-03-2014	15	33		48
5	M.Sc Zoology	2 years	72	B.Sc Zoology	12600/-	08-03-2014	12	31		43
6	M.Sc Computer Science	2 years	72	B.Sc Computer Science / B.Sc I.T/ B.C.A / Software Development (or) Any other degree equivalent accepted by the Syndicate	11300/-	21-06-2004	34	56		90
7	M.Sc Information Technology	2 years	72	B.Sc Information Technology	13800/-	21-06-2004	11	6		17
8	M.Sc Geography	2 years	72	B.Sc Geography	10200/-	15-03-2018	13	9		22
9	M.Lib.I.Sc	1 year	40	B.Lib.I.Sc	6300/-	25-06-2002	11	14		25
10	M.Com	2 years	72	A pass in B.Com/Bank Management/ Computer Application / Cooperation / B.B.A and other related Programs equivalent to B.Com	4400/-	18-09-1992	106	147		253

11	M.Com (F.M)	2 years	72	A pass in B.Com/Bank Management/ Computer Application / Cooperation / B.B.A and other related Programs equivalent to B.Com	6800/-	15-03-2018	7	6		13
12	M.A Economics	2 years	72	B.A Economics / Econometrics	4400/-	18-09-1992	22	24		46
13	M.A English	2 years	72	A pass in B.A English Literature (or) and degree with English as Part II Language	4400/-	18-09-1992	52	233		285
14	M.A History	2 years	72	Any UG Degree	4400/-	18-09-1992	49	56		105
15	M.A Tamil	2 years	72	A pass in B.A Tamil / Pulavar Degree (or) any Degree with Tamil as Part I Language	4400/-	18-09-1992	69	116		185
16	M.A Political Science	2 years	72	Any UG Degree	6200/-	15-03-2018	12	6		18
17	M.A Public Administration	2 years	72	Any UG Degree	6200/-	15-03-2018	9	5		14
18	M.A Human Resource Management	2 years	72	Any UG Degree	4800/-	22-04-2005	10	9		19
19	M.Com (Bank Management)	2 years	72	A pass in B.Com/Bank Management/ Computer Application / Cooperation / B.B.A and other related Programs equivalent to B.Com	6800/-	15-03-2018	5	6		11

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

2.1 Action taken on the function Of CIQA:-

Sl. 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	<p>The most important quality of Centre for Distance and Online Education is the support services it provides to the learners. The services included guidance for admission through a Help Desk which is meant mainly for this purpose, prompt supply of study materials, student friendly approach by faculty members, etc. Student Counseling service is also given to the learners in case if they find it difficult to choose a distance education program.</p> <p>Wide publicity is being given to the admission of distance education programs so as to reach more number of learners across the country and across the world.</p> <p>The study materials are being planned in such a way that it addresses the diverse background of distance education learners including their knowledge, culture, schooling, availability of resources especially ICT.</p> <p>There is a separate exam portal by which the learners apply for the examination along with the online payment which is being processed by the Exam section of Centre for Distance and Online Education rapidly and the learners can download Hall Ticket by online and they can write the examinations at the centres chosen by them. There is also a Student Feedback link where the students enter their issues / problems if any, the queries are downloaded everyday and sent to the concerned section from where the response is being given to the particular learner.</p> <p>The Centre for Distance and Online Education takes every effort to reduce the physical hardships of visiting the centre for getting their works done instead, they can complete all the scheduled tasks by online.</p> <p>The conduct programmes are being organized in a more systematic way including planning and implementing. The candidates will be sent</p>	

		<p>the Program Schedule well in advance so that they plan their classes accordingly. The students meet on weekends with their faculty members and to interact with other students. The aim of these PCP classes is to supplement the learners learning by the course materials and also an opportunity to interact with the faculty members on difficult part of their learning. The learners also get an opportunity to discuss with their fellow students.</p> <p>Technical infrastructures and Laboratories are being provided to them at the PCP classes. Every step is being undertaken to conduct the distance education programmes on par with regular programmes without compromising the quality of education.</p> <p>Assignments and Project works are being allotted to the students as per their interest and motivation. Vivavoce is also conducted for the learners.</p>	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	<ul style="list-style-type: none"> • As per the self evaluation of administrative staff, a separate portal for Admission and Examination has been commenced in order to reduce the hardships of the learners for access to the university campus even for admission and examination related purpose. • As the students across the state, country and world find it difficult to contact the CDOE for any clarification, the centre has initiated a separate hotline which will be attended by the staff member 24X7 hours. • Based on Student Support System by which the learners register and communicate their queries / issues to CDOE, we attend to the process of functioning of our centre. 	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	<ul style="list-style-type: none"> • Launching the Programs of Distance Education with the recognition from DEB, UGC : The Centre for Distance and Online Education of Bharathidasan University has taken steps relentlessly to get the recognition of UGC's DEB as per its compliance which had been fulfilled by the university one after another. • Formation of Committee for Internal 	

		<p>Quality Assurance : With the recognition from DEB for 41 programmes, the CIQA has been formed as per its requirement and the members were chosen based on the criteria given in the guideline. The meeting is being conducted regularly every year.</p> <ul style="list-style-type: none"> • Revising the Curriculum of Distance Education : As per the instructions from UGC, the existing curriculum of all the programmes of Distance Education has been revisited by the faculty members of Distance Education, to check whether they are in alignment with the curriculum of regular programmes of the university and the curriculum has been revised wherever the gaps existed. 	
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)	<p>The following mechanism has been arrived to ensure the quality of online programmes match with the quality of programmes offered in conventional mode.</p> <ul style="list-style-type: none"> • Board of Studies is responsible for developing and regulating the curriculum of each programme of distance and online education. It sets the learning objectives, designs the courses and assessments, and establishes the standards for evaluating student performance. Board of Studies have been constituted by collaborating with academic institutions, teachers, and subject experts to ensure that the curriculum is relevant, up-to-date, and aligned with the needs of students and society. • Steps have been taken to ensure the curriculum of online programs on par with conventional mode programs. The syllabi of the programme is nationally and internationally competent and job oriented contents are present in the syllabus. • Self Learning materials are designed to address the curriculum of the online programs. • The PCP classes and online classes are being conducted by the experienced faculty members from conventional mode 	

		<p>programs, which means the quality of instruction for the course design is on par with conventional mode program.</p> <ul style="list-style-type: none"> • Teaching Learning scheme has also been formulated to match the online programs with conventional mode programs. • Internal tests, assignments, and seminars which are common components of conventional mode programmes are followed in our distance and online education programmes. These components are designed to help students learn and apply the concepts taught in their courses, and they are typically used to evaluate a student's progress and understanding of the course material. Internal tests are typically given throughout the course, often at regular intervals, to assess a student's understanding of the course material. These tests are conducted online or in person and cover a range of topics, including lectures, readings, and discussions. Assignments are typically given as homework and are designed to help students apply the concepts they have learned in their courses. Assignments include written essays, research papers, projects, and problem sets, among others. • Seminars are designed to encourage students to engage with each other and with their instructors in a more interactive way. These are conducted in person or online and may involve group discussions, presentations, and other activities. Seminars will also involve open-ended discussion questions and group activities. The answer scripts of the learners from online programs are being evaluated by regular faculty members. • The mode and methodology for evaluation of the learners are same as that followed in conventional programmes. The pattern of question papers for end semester examinations is same with conventional mode programs. The question pattern for distance and online education programmes 	
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		varies depending on the specific programme and the course. However, in general, multiple-choice questions, short-answer questions, and essay questions are common formats used for end semester examinations.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society employers, and Government for quality improvement.	<ul style="list-style-type: none"> • Student Support System enabled the staff members of CDOE to interact with the learners on regular basis. • The staff members who visit the PCP classes usually submit a report to the centre from which feedback is being collected. • Representatives from Tamil Nadu State Planning Commission have visited the campus on 20th Feb 2023 to whom a detailed presentation of CDOE activities with focus on sustainability was made. • In addition to that whenever the Department of Higher Education seek data related to CDOE, its being sent to them then and there. 	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement.	<ul style="list-style-type: none"> • An orientation program to the enrolled learners at the beginning of each session has been suggested to HEI for better learning and remarkable experience of getting a degree from Bharathidasan University. • The review of Course materials on regular basis so as to reach the demand of job market has also been suggested to HEI. • Further the learners who completed their degree are encouraged to join Alumni Association of Bharathidasan University for which a weblink is given in the CDOE page. • A review on the functioning of Centre for Distance and Online Education has also been suggested 	
7.	Implementation of its recommendations through periodic reviews.	Few of the suggested measures are under consideration by the HEI and the implementation of few other measures are	

		under process.	
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.	<ul style="list-style-type: none"> • One day National Symposium on 'Learning Management System' had been organized on 13.04.2023 by the CDOE for all stakeholders including the learners, research scholars and faculty members in which Dr.S. Parthasarthy, Professor of Bioinformatics, Bharathidasan University presented a lecture on 'Digital Online Course development' and in afternoon session, Mr.S.Edward Packiaraj, Advisor, Educational Media Technologies, Rosary e-solution delivered the lecture on 'Open Educational Resources' which were well received by the participants. • One day National Workshop on 'E-Content Development for Distance Education' had also been conducted on 21.04.2023 in which the participants including the distance education learners and research scholars across the states (Tamil Nadu, Andhra Pradesh, Karnataka, Kerala) acquired knowledge on 'Open Educational Resources for Digital Learning' by Dr S. Senthil Nathan, Director, HRDC, Bharathidasan University, 'Improving E-content development with VR and AR technologies' by Dr. V.Balasubramaniam, Portal Developer, Bharathidasan University and there was a practical demo on E-content development tools by Dr.S. Thiagu, Asst. Professor of Central University of Kerala, which was very useful to the participants. • The reports of the seminars will be disseminated among all the stakeholders of Bharathidasan University including the Advisory Committee of CDOE, which is a Syndicate Sub Committee. 	
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	<ul style="list-style-type: none"> • Learning Support Centres have tie up arrangements from the nearby colleges for rendering Lab support to the learners enrolled in their centre. • Arrangements have been made enabling 	

	Educational Institution.	<p>Learning Support Centres do function as Examination Centres so that the Learners feel comfortable in accessing the examination centre.</p> <ul style="list-style-type: none"> • Few Learners are given the opportunity to assist the administrative functioning of CDOE for which they are paid honorarium and they are termed as 'Student Helpers' and they work under the principle of 'Earn while Learn' and they will be given off for the examinations. At present there are about 20 Student Helpers in the Centre for Distance and Online Education in this academic year. • The degree awarded Learners are encouraged to participate in Job Fair organized by the Placement Cell of Bharathidasan University as a campus drive. • As per the instruction from UGC, the learners who lapsed their study duration (under n+2) are given an opportunity to write their exams in the forthcoming April session, irrespective of the year of joining, which would be a final call for them to complete their degree. 	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	The systems, procedures and guideline are being framed gradually to collect and collate accurate and reliable statistics about the quality of the programs.	
11.	Measures taken to ensure that Programme Project Report for each program 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 Report (a self-disclosure by the HEI about launching the programme in the ODL mode and/or Online mode) has been framed as per the norms and guidelines prescribed by the Commission and it is approved by the Advisory Committee of CDOE.	
12.	Mechanism to ensure the proper implementation of Programme Project Reports.	<p>As per the regulations of UGC for the proper implementation of Programme Project Reports for distance and online learning the CDOE of Bharathidasan University has framed the following mechanism:</p> <ul style="list-style-type: none"> • Quality Assurance: Quality Assurance mechanism for distance and online learning programs has been ensured by 	

		<p>setting up the Centre for Internal Quality Assurance with the Director of CDOE as its Member Secretary. This initiative has been undertaken towards continuous monitoring and evaluation, and feedback from stakeholders.</p> <ul style="list-style-type: none"> • Curriculum and Syllabus Design: The curriculum and syllabus design has been in alignment with the learning outcomes of the Programme Project Reports as prescribed by the UGC along with syllabus, learning outcomes, credit system, and assessment mechanism. • Student Support Services: The CDOE of Bharathidasan University provides adequate student support services such as counseling, academic advising, virtual learning environment, and access to digital resources. These services ensure that the students understand the guidelines and requirements of the Programme Project Reports. • Assessment and Evaluation: As per the UGC guidelines that prescribe a transparent, fair, and objective assessment and evaluation mechanism, our mechanism includes both formative and summative assessments, with a provision for feedback and improvement. • Faculty Development: The faculty members who design and deliver the Programme Project Reports have undergone continuous professional development programs to keep up with the latest trends and technologies in distance and online learning. 	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Annual Report is being submitted every year to Bharathidasan University, and the Centre for Distance and Online Education ensures that progress is being made every year.	
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in	Reconstructing the programmes based on the needs of industries and society.	

	order to make them relevant to the job market.		
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	The procedures and structures are being gradually kept in place to create Learner Centric environment through which a qualitative change can be brought in the entire system of distance learning.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	The Committee for Internal Quality Assurance has discussed the various parameters of NAAC based on which the steps will be taken one after another by Bharathidasan University which is a dual mode university.	
17.	Measures adopted to ensure internalisation and institutionalization of quality enhancement practices through periodic accreditation and audit.	Academic Administrative Audit (AAA) is being conducted every year by Bharathidasan university, based on which steps are initiated to ensure internalization and institutionalization of quality enhancement practices.	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines.	Data on Admission has been submitted on time within 15 days of closure of admission as per UGC's instruction. Coordination with university Coordination with commission	
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	The information on fee details were collected from other universities based on which the Tuition Fee for various programs were fixed.	
20.	Recorded activities undertaken on quality assurance in the form of an annual report statutory of Centre for Internal reports to the Quality Assurance.	Will be uploaded in the portal shortly	
21.	(a) Submitted Annual Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Yes, the Annual Report was submitted to the Advisory Committee of CDOE, which in turn submitted to Bharathidasan University.	
	(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.	The copy of the report as specified by the commission in the given format will be duly approved by the Advisory Committee of CDOE which is in process will be submitted shortly.	
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the	Yes, the functioning of Centre for Internal Quality Assurance is being monitored by its members including the Chairperson Hon'ble	

	reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes.	Vice Chancellor of Bharathidasan University	
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.	Adoption of instructional design requirements Boards of Studies with faculty members from the universities and colleges have been formed for each program.	
24.	Promoted automation of learner support services of the Higher Educational Institution.	<p>The following measures have been undertaken to promote automation of learner support services.</p> <ul style="list-style-type: none"> • A separate portal of admission has been designed for enrollment of learners under various programs. • Self Learning materials are uploaded in the website for ease reference of learners at their convenient time. • The exam schedule is being displayed in the website for wide knowledge of the learners. • There is a separate portal for examination through which the learners can apply for the examinations as well as hall ticket is also issued to them by this portal. • Results of the semester examinations are being declared in the website with their payment due. • Student support System is also in place for addressing the queries and concern of the learners. • The centre has initiated a separate hotline (Mobile No.94863 25526) for the learners to clear their doubts/queries which will be attended by the staff member 24X7 hours. 	
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes.	<ul style="list-style-type: none"> • Coordinated with external subject experts from Alagappa University, Periyar University were invited to discuss the functioning of CIQA and other related issues. • The internal experts from Bharathidasan University – Dr. Rajasekar, Professor, Dept of Physics involved in the formation of CIQA and also in preparing the reports 	

		<ul style="list-style-type: none"> • Dr. Srinivasa Raghavan, Head, Dept of Library science has been involved in overall functioning of the centre • In house Technical team is being involved in the development of Learning Management System driven by Bharathidasan University. 	
26.	Coordinated with third party auditing bodies for quality audit of programme(s).	Third party auditing of the program and finance will be done towards the end of fifth year.	
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution.	The Director, CIQA is continuously monitoring the preparation of Self Appraisal Report to be submitted to the Assessment and Accreditation agencies of HEI.	
28.	Facilitated Industry-institution linkage for providing exposure to the learners and enhancing their employability.	<ul style="list-style-type: none"> • The expertise from Industries are being invited to lecture online to the learners in order to promote the industry-institution linkage. • Mega Job Fair had been conducted in association with Placement and Training Cell of Bharathidasan University on 27.03.2022 at Jamal Mohamed College, Tiruchirappalli and collaboration with Tamil Nadu Corporation for Development of Women, Confederation of India Industry (CII), Young Indians, Metaspac Solution Pvt Ltd. 	

2.2 Compliance of Quality Monitoring Mechanism – As per Annexure-I (Part V(2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2022:-

Sr. No.	Provisions in Regulations	Action taken in respect of Online Programmes	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	a. The organization structure includes Director, Deputy Controller of Examinations, Deputy Registrars – 2 nos. Assistant Registrars – 2 nos., Section Officers – 5 nos, Technical Team with Network Engineer, Portal Developer and System Administrator b. An Advisory Committee which is a Syndicate Sub Committee of Bharathidasan University is involved in the approval and management of the	Upload flowchart diagram

		<p>entire functioning of CDOE under the guidance of the Director, CDOE.</p> <p>c. Strategic planning involves creating a roadmap for achieving specific goals related to online education and it has been done on the careful consideration of the vision and mission of each program as per PPR, available resources, assessing performance indicators including enrollment numbers, student satisfaction, retention rate, etc, monitoring process.</p> <p>d. An operational plan outlining the methodologies for delivering online education using the technology, tools, and processes along with course design, contents supply of Self Learning Materials, delivery of lectures, assignments, continuous and summative internal assessment, term end examinations are in place to improve student outcomes and also to ensure the smooth functioning of online learning programs. The goal of online learning is to increase enrollment, improve student outcomes, expand course benefits which are measurable by SMART indicators. The CIQA also adopts a well designed and well structured policy for addressing student and faculty expectations, course requirements, assessment and academic integrity towards maintaining high standards of quality in online learning.</p>	
2.	Articulation of Higher Educational Institution Objectives.	<p>The vision of Bharathidasan University to create a brave world that reflects in the planning of CDOE to make a positive impact on society and the world. The CIQA is marching towards empowering students to be fearless and resilient with their knowledge, skills and attitudes, promoting social justice and equity by providing an opportunity for learning to all the learners across the world irrespective of disparities, advancing and supporting technology, innovation and knowledge and transforming the learners into global citizens by encouraging their participation in the interconnected world.</p>	
3.	Programme Development and Approval Processes.	<p>a. Curriculum has been planned by the Board of Studies headed by a Chairperson which has meticulously framed course design as per the</p>	

	<ul style="list-style-type: none"> a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System 	<p>demands of job market and this is also under review from time to time.</p> <p>b. The carefully designed curriculum along with appropriate technology and tools, faculty and student support and effective assessment and evaluation are in place towards learner's high quality education. Self Learning Materials engage the students in discussing with their peers as well as faculty members and mentors, interactive multimedia elements, discussion forums that facilitate their learning. The faculty members have been trained to use the platform as well as the various tools . The students who are new to technological platforms are given technical support, academic advising, tutoring services, and online orientation programs as one mentor for every 250 students are allotted. Reviews and evaluations are being conducted regularly to assess the effectiveness of the curriculum implementation and identify areas for improvement.</p> <p>c. Academic flexibility allows students to balance their academic work with other day today commitments and it is an important aspect of online learning. The CIQA ensures asynchronous learning (in addition to synchronous learning) that allows students to complete coursework on their own schedule, self paced learning that gives more time to the students on challenging and difficult topics, multiple start dates that is enrollment in January and June session, flexible learning methods with video lectures, interactive exercises, discussion forums, etc and individualized support such as one-on-one academic advising, tutoring, or mentorship.</p> <p>d. The LMS platform supports the standard four quadrant approach of UGC / Swayam. All the online learning Resources in various file formats like PDF, PPT, MP4 Videos, Question Bank updation, Scorn files, similarly live online Interactive sessions, discussion forums, plagiarism tool, adhaar verification necessary for learner authentication. These learning resources including digital textbooks, video lectures, online tutoring, etc are available for the learners</p>	
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		<p>that can help the students to engage with course content, reinforce their learning, and connect with one another and with the instructor.</p> <p>e. CDOE has an effective Feedback mechanism in place which allows students to gauge their progress, identify areas for improvement, and receive guidance and support from their mentors. The faculty members provide feedback as early as possible within 48 hours of submission of any assignments, feedback in the form of written comments or grading criteria. Self assessment tools help them to understand their own learning. The feedback mechanism works throughout the course rather than at the end of program, which help the students to stay engaged, motivated, and on track towards their learning goals.</p>	
4.	Programme Monitoring and Review	<p>The University Centre for Internal Quality Assurance (CIQA) has conducted various meetings during the development process of the said online learning courses. Based on the University curriculum, various online learning resources were developed by the faculties and they included the technical team where technology support is required. As a part of CIQA Process, every learning resources developed was submitted for approval process. The committee for review of said content included the internal experts and external experts. Based on suggestions of the committee, the faculties and technical team reworked on the informed content as per the suggestions provided. After the approval from the committee for quality of content developed for online programs and final approval from the University authorities, the learning resources are updated on the LMS system for course delivery. Free Online courses offered to university regular students for taking the feedback from students, enabled us to work upon the improvisation of delivery mechanism. Student Feedback mechanism helps the university to improvise on the delivery of online course.</p>	
5.	Infrastructure Resources	<p>All the learning content including Audio Video Content is stored on Amazon Cloud Servers. The said content is directly streamed through the said</p>	

		cloud based servers by the assigned students for the respective course. Under University Master, we have provision to create various Re-usable Learning Objects (RLO) which are courses created with all available content. The Amazon Cloud Servers are licensed for automatic incremental usage of space for new content created and stored thus giving us flexibility and reliability for availability of content at all times. Moreover with our internal leased line connectivity for managing university based processes ensure smoother deliverables of online programs.	
6.	Learning Environment and Learner Support	<p>LMS has all the communication and notification features such as Academic Calendar with important dates, Last Date for Assignment Submissions, Exam Form and Online Exam related Information, Grade Book for Online Results, Calendar for Live Interactive Sessions, Calendar for Discussion Forums based on subjects, Ticketing System and also System based Notification features such as Email Notification for not login in LMS for 7 days, Email and SMS Notification for Live Interactive Session, 2 Days before the scheduled date and time, 2 hours before the scheduled date and time, Notification for Assignment Submission with Last Date, Notification for Discussion Forums</p> <p>Messaging System in LMS: Students and Faculties can interact with the use of said messaging system. Students and Student Relationship Officer interact with the use of said messaging system. We have a team of Student Relationship Officers who call the students, email and message the students with all information / activity update necessary for the students to complete the course successfully. Apart from the LMS all information is also updated on the university website.</p>	
7.	Assessment and Evaluation	<p>Assessments:</p> <p>Continuous Evaluation: a) For each assignment / internal assessments; the student needs to verify himself/herself through aadhar card authentication as part of learner authentication. b) The student enters the OTP in system only then proceeds for assignment submission. c) Objective Type of Assignment: The MCQ based Objective type of</p>	

		<p>questions are randomized during the said assignment. From Question Bank of 250 questions around 50 questions are randomly selected by the system for the said assignment, which students should submit within 1 hour from start of said assignment. Subjective Assignment: The student downloads the subjective assignment questionnaire from their respective logins. The student uploads the response sheet into the system through their respective login and undergoes Plagiarism Test. Plagiarism Tool for checking plagiarized content which is upload in system by student. The student needs to go through this plagiarism test before submitting the same. If similarity of content is more than 10%, then student has to re-submit the said subjective assignment. Graded Discussion Forum: Based on the response provided by the students the faculty assigns scores to students. The discussion forum is part of continuous evaluation.</p> <p>Evaluations :</p> <p>Online Remote Proctored exams with below security features are conducted: Online Proctor verifies real time online, check and authenticates the student and then allows him to enter the exam zone. One Online Proctor can monitor upto 50 students during the online exam process. Unique Password for every exam is sent to registered students on their email id. Only after Online Proctor authentication and punching the security code the student can start with online exams. Security Features during exams like AI Facial Recognition, Navigation Control, Image Capturing during exams, live online monitoring during exams. Image Capturing during exams and live streaming during exams for monitoring the online exams. Dashboard for examinations with reports and student images for every exam. Answer sheet download facility available to the controller of examination. Allotment of online subjective answer sheet to Evaluators for evaluation enables the university to keep a check on the evaluation process.</p>	
8.	Teaching Quality and Staff Development	<p>The Faculties are trained with the use of LMS platform to effectively design, develop and deliver MOOC's. The Faculty has been provided with their respective LMS account for the subjects assigned to</p>	

		<p>them. Classroom based Training of our faculties for the use of system have been conducted through demonstration. Apart of asynchronous online learning content as explained in point 3.6, every faculty who handles the online programs are trained on creating, developing a module and updating the content on the LMS. Faculties can conduct Synchronous Live Online Interactive Sessions for every module : Designing and development of Lesson Plan (PPT Format) for a particular module for which the Online Session has to be conducted. The lesson plan in form of PPT can be around 30 to 40 slides on every module. The Learning Objectives are clearly mentioned during the start of the session as part of lesson plan. Every Live Online Session is conducted for 1 Hour. Every Faculty is provided with their respective LMS account logins, through which the faculty can create a session for a respective module. Faculty can upload the content (lesson plan) for the said session. Faculty can conduct the online session on particular module based on set time and date. Faculty can invite the registered students to attend the live synchronous online sessions. Faculty conducts / delivers the online interactive session based on the lesson plan which is also viewed by the student during the said session. The said online live session videos can be accessed by students later any time as archived videos for reference purpose. Apart from actual Training, the training content in form of PPT is also provided to the faculties enabling them to refer while implementing the same.</p>	
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2.3 Compliance of Quality Monitoring Mechanism – As per Annexure-I (Part V(3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2022 :-

Sr. No.	Provisions in Regulations	Action taken in respect of Online Programmes	Upload relevant document
1.	Academic Planning	Academic planning included setting clear academic goals which are SMART, framing a detailed academic schedule, identifying the resources required, fixing up the instructors, monitoring the progress of the students, based on which the academic schedules are being implemented towards better quality of online learning.	
2.	Validation	The academic planning has been validated by the CIQA as well as the Advisory Committee of CDOE, a Syndicate Sub-committee of Bharathidasan University, which ensured that the plan is effective and it meets the quality needs of the students.	
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 Institution e. Periodic Review	a. The centre has started collecting reports from Examination Centres and since it is online program, proctors reports are being collected immediately. b. The External Auditory and External agencies audit of the program and finance will be undertaken towards the end of the period. c. Since the online programs have been commenced last year, the performance data will be considered during the next year for Program Faculty and at various levels of the University. d. Steps have been taken for proper reporting for which data collection is under process. Analytics that's too early at this stage will be done later. e. Periodic review is essential to ensure that the learning process is effective, engaging, and meets the needs of students and hence the course content is being reviewed and whether it is on par with market demands, improving the performance based on students feedback and also checking whether the learning outcomes are in alignment with the learning objectives	

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. A Palanisamy - Regular - Professor, Dept of Physical Education, BDU.
Director
(appointment order and joining report uploaded)

3.2 Compliance status of “Human Resource and Infrastructural Requirements” – As per Annexure – IV of UGC (ODL Programmes and Online Programmess) 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:

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no, reason thereof
UG	40	40	Yes	
PG				

Sl. No.	Program me Name	No. of Fulltime 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	
List enclosed										Upload PDF

3.2 Details of Administrative staff

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

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

(Attach duly 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.

Part – IV: Examinations

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

S. No.	Provisions in Regulations	Whether complied Yes / No	If no, Reason thereof
1.	All processes of assessment of learners in different component 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 recognized 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 Institution.	Yes	

4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes	
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region.	Yes	
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions.	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities.	Yes	
10.	Safety and security of the examination centre must be ensured.	Yes	
11.	Restrooms must be located in the same 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	

4.2 Compliance status of 'Evaluation' and 'Certification' – As per Regulation 15 and 16 of UGC(ODL Programmes and Online Programmes) Regulation, 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 Use of Proctoring Tools: The CDOE of Bharathidasan University uses proctoring tools such as live video monitoring, audio monitoring, screen sharing, and AI-based proctoring solutions to ensure that the examination is conducted fairly and with integrity. Communication to Students: We communicate to the students in advance about the proctoring mechanism that will be used for the examination. This communication includes details about the proctoring mechanism, equipment requirements, and guidelines for behavior during the examination.	

		<p>Preparation of Examination: We prepare the examination well in advance, with a clear blueprint, and ensure that the examination content is of appropriate difficulty level and covers all the relevant topics as per the syllabus.</p> <p>Training of Proctors: Proctors are also well-trained and qualified to ensure that they understand the proctoring mechanism and can monitor the examination effectively. The training covers the use of the proctoring software, identification of suspicious behavior, and actions to be taken in case of any malpractices.</p> <p>Proctoring Protocol: The CDOE has established a protocol for the proctoring of examinations, including the process for monitoring, identification of suspicious behavior, and actions to be taken in case of any malpractices.</p> <p>Data Privacy: We also ensure that student data is protected and that proctoring tools do not infringe upon students' privacy. The proctoring software collects only the necessary data for monitoring the examination and will not be used for any other purpose.</p> <p>Accessibility: The CDOE of Bharathidasan University ensures that proctoring tools are accessible to all students, including those with disabilities or special needs. The tools are compatible with technologies and able to accommodate students' requirements.</p>	
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.	<p>Yes</p> <p>An effective mechanism is in place to ensure that learners are evaluated fairly and accurately.</p> <p>Continuous Evaluation: CDOE of Bharathidasan University has incorporated continuous evaluation methods throughout the course duration. These evaluations are in the</p>	

		<p>form of assignments, quizzes, online tests, and other assessments to ensure that the learners are keeping up with the course material.</p> <p>Formative and Summative Assessments: CDOE has a balance of formative and summative assessments. Formative assessments help learners gauge their progress and identify areas for improvement, while summative assessments provide an overall evaluation of their learning outcomes.</p> <p>Feedback and Remediation: Feedback mechanism is available to provide learners with constructive feedback on their performance. Remediation measures, such as additional study materials, online tutoring, and revision modules, help learners improve their performance.</p> <p>Fair and Objective Evaluation: Evaluation of learners is based on objective criteria, such as rubrics and marking schemes, to ensure fairness and consistency in assessment. Evaluators are qualified and experienced in their respective fields.</p> <p>Academic Integrity: The Centre ensures academic integrity in the evaluation process. Measures for strict proctoring procedures for online exams help us to prevent academic dishonesty.</p>	
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</p>	Yes	

	<p>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 counseling) 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	
4.	<p>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.</p>	<p>Yes, the curriculum has been revisited in order to ensure its compliance with conventional mode curriculum and appropriate modifications were made. The assessment criteria and credit framework for the award of degree have the same standards of conventional mode programmes.</p>	
5.	<p>The weightage for different components of assessments for Open and Distance Learning mode shall be as</p>		

	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 Yes	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments.	Quizzes, Self-assessment, Classroom Response, concept map, Instructors feedback, etc are being used for formative assessment and for summative assessments, exams and tests, writing assignments, oral presentations, case studies, lap reports for science learners, standardized tests for online programmes are used.	
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 (Uploaded sample Mark statement)	
8.	A Higher Educational Institution offering a program 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.	The process involves the following steps: Designing Learning Outcomes: The first step in the assessment process is to define the learning outcomes for the course or program. These learning outcomes guide the development of assessment items and ensure that they align with the objectives of the course. Developing Question Papers : Based on the learning outcomes, faculty members or subject experts design the question papers with the guidance of a Chairperson. These assessments are typically reviewed by other faculty members or instructional designers to ensure alignment with the learning outcomes and to address any potential bias or ambiguity. Moderation of Assessments: After the assessments have been developed, they are moderated to ensure quality and	

		<p>fairness. Moderation can involve reviewing the assessments for clarity, consistency, and alignment with the learning outcomes. This process may also involve adjusting the difficulty level of the assessments to ensure that they are appropriate for the intended level of the course.</p> <p>Conduct of Examination: This involves administering the assessment items to the students in a controlled environment, such as a classroom or examination hall.</p> <p>Evaluation of Answer Scripts: After the examination, the answer scripts are evaluated by qualified teachers or examiners. This evaluation involves assessing the accuracy and completeness of the responses provided by the students.</p> <p>Result Declaration: Based on the evaluation of the answer scripts, the results are declared. The results are typically announced within a specified time frame and communicated to the students through various channels, such as online portals or websites.</p> <p>The process followed by Centre for Distance and Online Education of Bharathidasan University for the development of question papers, question banks, assignments, and their moderation, conduct of examination, evaluation of answer scripts, and result declaration is designed to ensure that the assessments are fair, valid, and reliable measures of student learning outcomes. (Uploaded process)</p>	
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	The list of Examination Centres of CDOE of Bharathidasan University has been uploaded.	

	examination centre as give under these regulations.		
10	a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	No	Monitoring mechanism with CCTV recording of the entire examination procedure is under process
	b) Availability of biometric system	No	Under process
	c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners.	No	Under process
	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.	The CDOE of Bharathidasan University has made arrangements for proper videography of examinations and recordings are being submitted by the Chief Superintendent of the examination centres.	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years.	Yes, the CDOE of Bharathidasan University will retain the video recordings for a minimum period of 5 years. (Uploaded sample and list)	
12.	a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes. (Uploaded details of Observer assigned)	
	b) It shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes, the observers assigned by the CDOE of Bharathidasan University submit Observers Reports regularly. (Uploaded observer Report)	
13.	a) All end semester	Yes	

	examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen- paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.		
	b) The Exams shall be under the direct control and responsibility or the Open and Distance Learning mode Institution.	Yes	
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organizations or unapproved Higher Educational Institutions.	Yes	
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	Yes	

	criteria of an examination centre as defined in these regulations.		
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution.	Yes	
17.	<p>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</p> <ol style="list-style-type: none"> Photograph Aadhaar number of other government recognized identifier or Passport number, as applicable, Other relevant details of the learner along with the Programme name. <p>b) Each award shall also be uploaded on the National Academic Depository</p>	<p>Yes, each award of degree at UG and PG level has been assigned a unique identification number and it has photograph along with other relevant details of the learners and the programme name. (Uploaded the sample of degree certificate)</p> <p>Yes</p>	
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.	The CDOE of Bharathidasan University has made arrangements to issue Mark Statements / Degree certificates with (i) Mode of delivery; (ii) Date of Admission; (iii) Date of Completion; (iv) Name and address of Learner Support Centres (v) Name and address of Examination Centre at the back of certificates in forthcoming years.	Under process

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.

Yes, Examination for MBA (online) is being held through online mode.

- **Use of Secure Online Platforms:** The CDOE of Bharathidasan University ensures secure online platforms which have features such as secure login, encryption of data, and monitoring tools for conducting online tests.
- **Remote Proctoring:** We too use remote proctoring tools such as AI-based proctoring solutions, live video monitoring, audio monitoring, and screen sharing to ensure that the examination is conducted fairly and with integrity.
- **Biometric Authentication:** We do use biometric authentication tools such as facial recognition, or iris scanning to ensure that the person taking the examination is the registered student.
- **Monitoring of Internet Connectivity:** We also monitor the internet connectivity of the students during the examination to ensure that they are not accessing unauthorized websites or resources.
- **Randomization of Questions:** The centre use question banks and randomization tools to ensure that each student receives a unique set of questions, reducing the chances of cheating.
- **Time Restrictions:** We set time restrictions for completing the examination to prevent students from accessing unauthorized resources or collaborating with others.
- **Data Privacy:** We do ensure that student data is protected and that the online platforms used for examinations comply with data privacy regulations.
- **Assignment of Proctor :** The invigilator or proctor is present in-person to monitor the examination. The proctor ensures that the examination is conducted with integrity and can take action in case of any malpractices.

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.

As per the guidelines given by UGC (Open and Distance Learning) Regulations 2020, Programme Project Reports (PPRs) had been prepared for all the programmes offered under ODL and online programmes. After the approval of PPRs, the following process is being followed by the CDOE of Bharathidasan University for its implementation.

- **Implementation:** The PPRs are being implemented by the CDOE in the respective open distance learning or online programme. It involves the integration of programme curriculum that ensures the content, delivery, and assessment methods are aligned with the PPR.
- **Faculty training:** Faculty members responsible for teaching the programme are being trained on the PPR guidelines and its implementation. Awareness is being given to them on programme objectives, learning outcomes, course structure, assessment methodology, and evaluation criteria specified in the PPR.
- **Quality assurance:** The CDOE of Bharathidasan University established a quality assurance system by setting up a Centre for Internal Quality Assurance that ensures PPR is being implemented as per the guidelines. It includes regular monitoring of the programme delivery, assessment, and evaluation processes.
- **Feedback and improvement:** The Centre also collects feedback from students, faculty members, and other stakeholders on the effectiveness of PPR in achieving the programme objectives and learning outcomes. Based on this feedback, the mechanism is being updated periodically to improve its effectiveness.

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.

- **Print media:** The CDOE of Bharathidasan University provides the learning materials in the form of book for students who do not have access to online resources. It also ensures that the

material is self-instructional, clearly written, and in a language that the student understands. The material will be updated regularly to reflect the latest developments in the subject (in process).

- **Audio-video material:** For few online programmes, the CDOE provides the learning material in audio-video format also to cater to students who prefer this mode of learning. Care is being taken that it is of high quality and clearly explain the concepts and the material is accessible to all students, including those with disabilities.
- **Online material:** The CDOE has also taken efforts that the learning materials are available online for students who have access to the internet. The materials are interactive, engaging, and designed to facilitate self-paced learning and are accessible on multiple devices and platforms.
- **Curriculum and pedagogy:** The CDOE of Bharathidasan University has taken efforts that the curriculum and pedagogy of the programmes are designed to cater to the diverse learning needs of the students. The curriculum of various UG and PG programmes are aligned with the latest developments in the subject, and the pedagogy ensures that it is learner-centric, interactive, and designed to promote active learning.

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 process followed by the CDOE of Bharathidasan University towards the preparation and dissemination of Self-Learning Material (SLM) to ensure that the learners receive high-quality materials that are designed to facilitate their learning and enhance their understanding of the subject, is given below :

- **Identification of Subject Matter Experts:** The CDOE of Bharathidasan University identified qualified and experienced subject matter experts who would be responsible for preparing the SLM. The experts need to have a deep understanding of the subject matter and possess excellent writing skills.
- **Design and Development of SLM:** The subject experts designed and developed the SLM based on the curriculum and syllabus of the programme. The CDOE of Bharathidasan University ensured that the SLM was written in clear and concise language, with appropriate diagrams, illustrations, and examples to facilitate understanding.
- **Review and Approval:** Once the SLM was developed, it had been reviewed by a team of experts in the field and approved by the authority of CDOE of Bharathidasan University. The review process ensured that the SLM meets the quality standards prescribed in the Regulations.
- **Printing and Distribution:** The CDOE of Bharathidasan University took measures for the printing of SLM and ensured the distribution of the same to the learners in a timely

manner. The SLM is made available in both print and digital formats to facilitate easy access.

- **Feedback and Revision:** The CDOE of Bharathidasan University also gets feedback from the learners on the quality and effectiveness of the SLM. The feedback will be used to revise and update the SLM periodically to ensure its relevance and effectiveness.

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	No. 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	UG (July 2022)	32	32 Hours/ Course	5683	5200
	UG (Jan 2023)	32	32 Hours/ Course	3529	2800
2	PG (July 2022)	32	32 Hours/ Course	2655	2100
	PG (Jan 2023)	32	32 Hours/ Course	1698	1200

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.

The process followed by the CDOE of Bharathidasan University towards the identification of LSCs and support to LSCs is given here.

- **Identification of LSCs:** The CDOE of Bharathidasan University used to identify suitable locations for setting up LSCs. Due consideration is given to the locations that are easily accessible by the learners and those have adequate infrastructure facilities such as classrooms, laboratories, computers, internet connectivity, and library resources.
- **Agreement Terms:** The CDOE of Bharathidasan University and the LSCs enter into a Memorandum of Understanding (MoU), clearly outlining the terms and conditions of providing support to the learners. The MoU specifies the roles and responsibilities of the LSC, the resources to be provided by the institution, the fees to be charged, and the

performance standards to be met.

- **Responsibility of Coordinators:** The CDOE of Bharathidasan University entrust the responsibilities of day today management of LSC to the coordinators of the centres. The Coordinators have rich experience in the relevant field with management and communication skills.
- **Support Staff:** The LSCs then conduct the programmes with suitable support staff including counselors, mentors/ tutors and administrative staff. These staff members are trained members in the use of technology and in providing support to learners.
- **Provision of Learner Support Services:** The CDOE of Bharathidasan University provides a range of learner support services through the LSCs, including academic counseling, tutoring, mentoring, career guidance, library services, and ICT support. The LSCs also facilitate interaction among learners through discussion forums and other collaborative tools.
- **Monitoring and Evaluation:** The CDOE of Bharathidasan University monitors the functioning of the LSCs regularly and evaluate their effectiveness in providing learner support services. This helps us to identify areas for improvement and make necessary changes to ensure better learner support.

6.3. LSC wise enrollment details (Not for private University)

S. NO.	NAME OF THE LSC	DETAILS OF CO-ORDINATOR	GOVT/ PRIVATE	AFFILI-ATING UNIVER-SITY	NO.OF COUN-SELORS	NO. OF PROGRA-MMES OFFERED	ADMN STREN-GTH
1.	BHARATHIDASAN UNIVERSITY, KHAJAMALAI CAMPUS, TIRUCHIRAPPALLI – 620 024	DR. T. MALARVIZHI	GOVT	Bharathidasan	50	35	670
2.	BHARATHIDASAN UNIVERSITY MODEL COLLEGE, ARANTHANGI - 614 616	Dr. R. KANNAN 04371-224559	GOVT	Bharathidasan	10	10	150
3.	GOVT. ARTS COLLEGE, ARIYALUR – 621 713	Dr. MATHIVANAN 9443217439	GOVT	Bharathidasan	11	10	162
4.	GOVERNMENT ARTS COLLEGE, KARUR – 639 005.	Dr. S. SUDHA 9843636783	GOVT	Bharathidasan	50	35	686
5.	GOVT. ARTS COLLEGE, KUMBAKONAM - 612 002.	Dr. THOMAS DAVID 9442044674	GOVT	Bharathidasan	40	30	543
6.	GOVERNMENT ARTS & SCIENCE COLLEGE, LALGUDI-621712	Dr. R. SAMINATHAN 9443564010 7339393296	GOVT	Bharathidasan	11	10	156
7.	M.R. GOVERNMENT ARTS COLLEGE, MANNARGUDI – 614 007	Dr. T. RAJACHANDRA SEKAR 9443865439 /	GOVT	Bharathidasan	45	30	543

S. NO.	NAME OF THE LSC	DETAILS OF CO-ORDINATOR	GOVT/ PRIVATE	AFFILI-ATING UNIVER-SITY	NO.OF COUN-SELORS	NO. OF PROGRA-MMES OFFERED	ADMN STREN-GTH
		7010270266					
8.	DHARMAPURAM ADHINAM ARTS COLLEGE, MAYILADUTHURAI - 609 001.	Mrs. PRASANNA KUMARI 9843193357	PRIVATE	Bharathidasan	50	35	678
9.	GOVERNMENT ARTS & SCIENCE COLLEGE, NAGAPATTINAM - 611 101.	Dr. V. JEYARAJ 04365-248606 9443104251	GOVT	Bharathidasan	30	25	407
10.	GOVT. ARTS & SCIENCE COLLEGE, MANALMEDU – 609 202	---	GOVT	Bharathidasan	14	20	260
11.	GOVERNMENT ARTS & SCIENCE COLLEGE, NANNILAM – 610 105.	Dr. P. RAMAJAYAM 9976374715	GOVT	Bharathidasan	15	15	282
12.	GOVERNMENT ARTS & SCIENCE COLLEGE (W), ORATHANADU – 614 625, THANJAVUR.	Dr. S. BANUMATHY Principal – 7598112278 Supdt. - 9655879454	GOVT	Bharathidasan	40	30	530
13.	GOVERNMENT ARTS & SCIENCE COLLEGE, KURUMBALUR – 621 107, PERAMBALUR DT.	DR. P. BALADHANDA-YUTHAM 9003481686	GOVT	Bharathidasan	40	25	556
14.	H.H. THE RAJAH'S COLLEGE, PUDUKKOTTAI - 622 001.	Dr. C. THIRUSELVAM 04322- 221558 Selvam - 9585041239	GOVT	Bharathidasan	50	35	678
15.	GOVT. ARTS COLLEGE FOR WOMEN, PUDUKKOTTAI – 622 001	Dr. S. AMUTHA 04322-222202 9486808526	GOVT	Bharathidasan	15	20	290
16.	GOVERNMENT ARTS AND SCIENCE COLLEGE, NAVALURKUTTAPPATTU, TRICHY – 27	Dr. T. MALARVIZHI 9443488555	GOVT	Bharathidasan	15	15	272
17.	BHARAT COLLEGE OF SCIENCE AND MANAGEMENT, THANJAVUR - 613 005.		GOVT	Bharathidasan	50	35	678
18.	GOVERNMENT ARTS AND SCIENCE, THIRUTHURAIPOONDI- 614713	Dr. V. SAKTHIVEL 8608341113	GOVT	Bharathidasan	40	30	563
19.	THANTHAI PERIYAR GOVT ARTS AND SCIENCE COLLEGE (AUTONOMOUS), KHAJAMALAI, TRICHY – 620 023	DR. J. SUGANTHI	GOVT	Bharathidasan	40	30	543
20.	GOVERNMENT ARTS AND SCIENCE COLLEGE, VEDARANYAM – 614 810	Dr. P. MURUGAN 04369 - 251252 9791620088	GOVT	Bharathidasan	35	25	427
21.	GOVERNMENT ARTS & SCIENCE	Dr. R. MEENA	GOVT	Bharathidasan	30	25	301

S. NO.	NAME OF THE LSC	DETAILS OF CO-ORDINATOR	GOVT/ PRIVATE	AFFILI-ATING UNIVER-SITY	NO.OF COUN-SELORS	NO. OF PROGRA-MMES OFFERED	ADMN STREN-GTH
	WOMEN'S COLLEGE, VEPPUR - 621 717, PERAMBALUR DT.	04328-266777 9843960826 8778681554					
22.	CAMBRIDGE COLLEGE OF ARTS & SCIENCE,VETTAMANGALAM, KARUR – 639 217	Dr. S. Gunalan 9942243411/ 9443326196	PRIVATE	Bharathidasan	11	10	156
23.	MEENAKSHI RAMASAMY ARTS & SCIENCE COLLEGE, ARIYALUR – 621 804.	Dr. S. Sekar 04331-245283 9443193868	PRIVATE	Bharathidasan	25	10	421
24.	ARASU COLLEGE OF ARTS & SCIENCE FOR WOMEN, MANAMANGALAM T.K., KARUR – 639 006.	Dr. P. Natesan 9367136195 7010403951	PRIVATE	Bharathidasan	15	15	271
25.	ANNAI AYESHA ARTS & SCIENCE COLLEGE FOR WOMEN, VALIKANDAPURAM, PERAMBALUR –621 115	Dr. P. Maruthamuthu 7639702572 / 8610380696	PRIVATE	Bharathidasan	24	25	543
26.	MARUDUPANDIYAR COLLEGE, THANJAVUR – 613 403	Dr. M. Vijaya 9443560178	PRIVATE	Bharathidasan	45	25	563
27.	IMAYAM ARTS & SCIENCE COLLEGE, KANNANUR, THURAIYUR – 621 206, TIRUCHIRAPPALLI	Dr. R. Boobalan 9489312001	PRIVATE	Bharathidasan	35	25	433
28.	ABI & ABI COLLEGE OF ARTS, SCIENCE & TECHNOLOGY, ABI & ABI NAGAR, KUMBAKONAM MAIN ROAD, THANJAVUR – 613 003.	Dr. K. Singaravelu 8098405000	PRIVATE	Bharathidasan	40	25	440
29.	ADAIKALAMATHA COLLEGE, ARUN NAGAR, VALLAM, THANJAVUR – 613 007	Dr. T. Senthil 9843224707/ 9843224700	PRIVATE	Bharathidasan	35	25	394
30.	RAJAGIRI DAWOOD BATCHA COLLEGE OF ARTS & SCIENCE, PAPANASAM, THANJAVUR –614 205.	Dr. G. Sasikumar 8056603843	PRIVATE	Bharathidasan	15	20	292
31.	DR. NALLIKUPPUSAMY ARTS COLLEGE, RAMAPURAM P.O., THANJAVUR – 613 003.	Dr. D. Vellaiammal 8754661110	PRIVATE	Bharathidasan	30	25	427
32.	SRI SANKARA ARTS AND SCIENCE COLLEGE, ASUR, KUMBAKONAM – 612 001	Dr. N. Manikandan 9940750596	PRIVATE	Bharathidasan	15	20	291

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
Yes	2005 onwards	27	Yes

6.4. Off campus details (for deemed to be University) – Not applicable

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							
N							

6.5 Delivery of Self-Learning Material

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	Up to 15-11-2022 (July 2022) Upto 31-03-2023 (Jan 2023)	Within three days of admission	Yes
Audio-Video Material	NA	NA	NA
Online Material	Up to 15-11-2022 (July 2022) Upto 31-03-2023 (Jan 2023)	On the same day of admission	Yes
Compute based Material	NA		

6.6 Whether any course in a particular program was allowed through OER / Massive Open Online Courses: Yes / No ✓

- a. Provide details as under:

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

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

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

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

S. No.	Provision	Complied Yes / No With explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. ‘2’ to ‘17’ have been uploaded on the HEI website?	Yes	
Uploading of the following on HEI website (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 https://www.bdu.ac.in/about/bdu-act.php	
3.	Copies of the letters of recognition from Commission and other relevant statutory or	Yes https://www.bdu.ac.in/cde/ugcdocs/	

	regulatory authorities		
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 http://oms.bdu.ac.in/cde-admissions/docs/prospectus-2022-23.pdf	
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	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes http://oms.bdu.ac.in/cde-admissions/docs/prospectus-2022-23.pdf	
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	Yes	
8.	Information regarding all the programmes recognised by the Commission	Yes https://www.bdu.ac.in/cde/programmes_offered.php	
9.	Data of year-wise and programme-wise learner enrolment details in respect of	Yes	

	degrees and/or post graduate diplomas awarded		
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	
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	
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	Yes https://www.bdu.ac.in/cde/learner_support_centers.php	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	Yes https://www.bdu.ac.in/cde/learner_support_centers.php	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	Yes	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes http://oms.bdu.ac.in/cde-admissions/docs/prospectus-2022-23.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	Will be done (Not applicable for second year)	

Part – VIII: Admission and Fees

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

S. No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved intake in conventional mode and in case 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
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes Yes Yes
4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
5.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	Not applicable
6.	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be	Yes

	<p>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> <p>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</p>	
7.	<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>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
8.	<p>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</p>	
8(a)	<p>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</p>	Yes
8(b)	<p>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</p>	Yes
8(c)	<p>The number of seats approved in respect of each programme of Open and Distance Learning mode, which shall be in consonance with the resources</p>	Yes
8(d)	<p>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</p>	Yes
8(e)	<p>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</p>	Yes

	have been specified by any statutory authority	
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
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	Yes

	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	
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 Yes

Part – IX: Grievance Redressal Mechanism

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

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

As per the UGC regulations 2020, the CDOE of Bharathidasan University has established a Grievance Redressal Mechanism with a link of Student Support System in its webpage in order to address the grievances of learners and it is open to all the learners who has grievance / issues related to their programmes.

The CDOE of Bharathidasan University has displayed the details of Student Support System on its website. In addition, it has also a Mobile Number where the learners contact the staff of CDOE 24X7 and get their issues attended / resolved. The CDOE has ensured that the mechanism is accessible and user friendly with provisions for receiving grievances through multiple channels, such as email, phone, or online platforms.

The usual grievances that are being addressed in this mechanism are issue of examination hall tickets, transfer of contact class centres, clearance of MNAs, pending of mark statements and degree certificates, course completion certificates, etc.

9.2. Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
127	125

9.3 Complaint Handling Mechanism

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

According to UGC (ODL Programmes and Online Programmes) Regulations, 2020, CDOE of Bharathidasan University has established a Complaint Handling Mechanism to address complaints and grievances of learners.

- **Designated Nodal Officer :** The CDOE of Bharathidasan University has designated a Nodal Officer (who has the skills to investigate and resolve complaints effectively) to handle complaints and grievances.

- **Communication channels:** The CDOE of Bharathidasan University has provided multiple communication channels for receiving complaints, such as email, phone, or online platforms, which are easily accessible to the learners,
- **Public disclosure:** The CDOE has disclosed the Grievance Redressal Mechanism and contact details of the 24X7 Mobile number in its webpage, making it easily accessible.
- **Planning to have clearly defined grievance categories:** The CDOE of Bharathidasan University has also planned to have clearly defined grievance categories, such as academic issues, administrative issues, or financial issues, to ensure that complaints are properly classified and addressed.
- **Timelines for resolution:** The CDOE of Bharathidasan University has also planned to establish timelines for resolution of complaints and communicate them to the complainants in order to ensure that complaints are resolved in a timely manner.
- **Complaint tracking:** We are also planning to establish a system to track complaints and their status, ensuring that complainants are regularly updated on the progress of their complaints.

The Nodal officer for Complaint Handling Mechanism is Shri. Anand Balaji, Programme Officer, Centre for Distance and Online Education, Bharathidasan University, Palkalaiperur, Tiruchirappalli – 620 024.

9.4 Details of Complaints Received from UGC (DEB)

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

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

As a part of its activities, CDOE has well-experienced non-teaching staff members functioning in its office. These staff members have been trained in Tally, a popular accounting software, to undertake Demand Collection Balance (DCB) initiated by the Government of Tamil Nadu (GoTN). Tally allows users to maintain double-entry accounts, record financial transactions, generate financial statements, and manage inventory. The staff members have been trained in the use of Tally to ensure that they are able to undertake the required financial transactions and maintain accurate records.

The staff members are responsible for undertaking financial transactions related to CDOE's activities, including fee collections from students and payment of expenses. They use Tally to maintain accurate records of all financial transactions, ensuring that double-entry accounts are maintained as per the DCB initiative.

10.2 Best Practices of the HEI

The CDOE of Bharathidasan University offers several ICT-related services to students and institutions, including the following:

- **Data Submission Portal:** The CDOE provides a data submission portal where the LSCs submit data related to their academic programmes, such as enrolment, payment of admission and tuition fee, etc. The portal is designed in such a way that it is user-friendly and easily accessible, allowing institutions to submit data in a timely and efficient manner.
- **E-Copy of Study Materials:** The CDOE provides e-copies of study materials to students enrolled in online programmes. These materials are made available in digital formats such as PDFs or e-books, and can be accessed through the CDOE website or other online platforms.
- **Hall Ticket Issuance:** The CDOE issues hall tickets (with details such as the student's name, roll number, examination centre, and exam schedule) to students who are eligible to appear for examinations.
- **Conduct of Exams:** The CDOE coordinates the conduct of exams for online programmes, including the preparation of attendance sheets, seating arrangements, and packing covers. The attendance sheets are used to record the attendance of students during the exam, while the seating arrangements ensure that students are seated in a fair and orderly manner. The packing covers are used to securely transport the exam papers from the examination centre to the central evaluation centre.
- **Result Declaration:** The CDOE declares the results of online programme examinations. The results are made available to students through the CDOE website or other online platforms. The CDOE ensures that the results are declared in a timely and transparent manner.
- **Grievance Submission:** The CDOE provides a grievance submission mechanism where students can submit complaints or grievances related to their online programmes.

10.3 Details of Job Fairs conducted by the HEI

It is commendable that the successful learners of CDOE of Bharathidasan University were given the opportunity to participate in the job fair conducted by Bharathidasan University. Mega Job Fair had been conducted in association with Placement and Training Cell of Bharathidasan University on 27.03.2022 at Jamal Mohamed College, Tiruchirappalli and collaboration with Tamil Nadu Corporation for Development of Women, Confederation of India Industry (CII), Young Indians, Metaspac Solution Pvt Ltd. This is an excellent initiative by the Centre to support the employment prospects of distance education learners.

Distance education has become a popular mode of education in India, as it provides an opportunity for learners to pursue their education while balancing work and personal commitments. However, one of the challenges faced by distance education learners is the lack of

employment opportunities. By providing an opportunity to participate in a job fair, the CDOE has addressed this challenge and supporting the employability of its distance education learners. Participating in a job fair provided several benefits to distance education learners.

- Firstly, it provided an opportunity for learners to interact with potential employers and learn about job opportunities. Learners also learnt about the skills and qualifications required for different jobs and the recruitment process followed by employers.
- Secondly, participating in a job fair helped the learners develop their networking skills. Learners interacted with other job seekers and professionals in their field of interest, which led to the formation of professional networks that could be beneficial for future career prospects.
- Finally, participating in a job fair assisted the learners gain confidence and improve their interview skills. Learners practiced their communication and presentation skills, which are essential for succeeding in job interviews.

10.4 Success Stories of students of ODL mode of the HEI

Bharathidasan University, located in Tamil Nadu, India, is known for its Open and Distance Learning (ODL) mode of education. Through its ODL programs, the university has successfully enabled students from all walks of life to pursue higher education and achieve their career goals. Here are some success stories of students of ODL mode of Bharathidasan University:

1. Sangeetha Raja: Sangeetha Raja, a resident of Tiruchirappalli, enrolled in the Bachelor of Education (B.Ed) program offered by Bharathidasan University's Centre for Distance Education (CDE) in 2014. Despite being a homemaker with two young children, Sangeetha was determined to pursue her dream of becoming a teacher. She successfully completed her B.Ed program in 2016 and is now working as a teacher at a local school. Sangeetha credits the ODL program of Bharathidasan University for providing her with a flexible learning schedule, excellent study materials, and supportive faculty.
2. Sathish Kumar: Sathish Kumar, a resident of Karur, enrolled in the Master of Business Administration (MBA) program offered by Bharathidasan University's CDE in 2016. Despite working full-time, Sathish was able to complete his MBA program in 2018, thanks to the flexibility and convenience offered by the ODL mode of education. Sathish now works as a senior manager at a leading multinational company and credits his MBA degree from Bharathidasan University for helping him advance in his career.
3. Kavitha Selvaraj: Kavitha Selvaraj, a resident of Thanjavur, enrolled in the Bachelor of Computer Applications (BCA) program offered by Bharathidasan University's CDE in 2012. Despite facing financial constraints and having to work part-time, Kavitha was able to successfully complete her BCA program in 2015. She then went on to pursue her Master of Computer Applications (MCA) from Bharathidasan University and completed it in 2018. Kavitha now works as a software developer at a leading IT company and credits her ODL education from Bharathidasan University for providing her with the knowledge and skills required for her job.
4. Arvind Kumar: Arvind Kumar, a resident of Kumbakonam, enrolled in the Bachelor of Science (B.Sc) program offered by Bharathidasan University's CDE in 2010. Despite facing several personal and financial challenges, Arvind was able to complete his B.Sc

program in 2013. He then went on to pursue his Master of Science (M.Sc) from Bharathidasan University and completed it in 2016. Arvind now works as a scientist at a leading research organization and credits his ODL education from Bharathidasan University for providing him with the foundation and knowledge required for his job.

In conclusion, the success stories of students of ODL mode of Bharathidasan University showcase the power of flexible and accessible education. The ODL mode of education has enabled students from diverse backgrounds to pursue higher education and achieve their career goals. With the support of excellent study materials and faculty, students have been able to overcome personal and financial challenges and succeed in their chosen fields.

10.5 Initiatives taken towards conversion of SLM into Regional Languages

The CDOE of Bharathidasan University is planning to take initiative towards the conversion of Self Learning Materials into regional languages (first in Tamil as we are located in Tamil Nadu) to cater to the diverse linguistic needs of learners across the country. These initiatives are aimed at promoting access to quality education in regional languages and supporting the government's initiative of promoting the use of mother tongue as a medium of instruction.

The CDOE has a team of in house faculty members who are proficient in regional language - Tamil and who will work towards the translation of study material into this language. The translated study material will be made available to learners through the CDOE portal, thereby ensuring that learners from Tamil Nadu can access quality study material in their language.

Another initiative is in planning by CDOE is the creation of audio and video content in Tamil language. Audio and video content can be an effective tool for learning, particularly for learners who may not be proficient in reading and writing.

The CDOE is also planning to undertake localization of the user interface of its portal into different regional languages. The localization of the user interface involves the translation of the portal's interface into Tamil, ensuring that learners can navigate the portal in their regional language.

10.6 Number of students placed through Campus Placements

The number of students placed through campus interview will be given as soon as the course of the programme is completed, as the CDOE of Bharathidasan University is in its second year of recognition.

10.7 Details of Alumni Cell and its activity

As the Centre for Distance and Online Education (CDOE) of Bharathidasan University is in its first year of DEB recognition, we are planning to create an active Alumni Cell that plays an important role in maintaining a relationship with the university's alumni and supporting their professional and personal growth. The Alumni Cell will work towards creating a platform for the alumni to connect with each other and with the university, thereby promoting a sense of community and belonging. Some of the key activities of the Alumni Cell that are in plan by the CDOE are as follows:

- **Alumni Meet:** The Alumni Cell of CDOE will organize alumni meets to bring together the alumni of the university. These meets will provide an opportunity for the alumni to reconnect with their alma mater, meet old friends, and network with other alumni.
- **Alumni Directory:** The Alumni Cell will maintain an updated alumni directory, which includes the contact details and professional information of the alumni. The directory will serve as a useful resource for the alumni to connect with each other and for the university to reach out to the alumni for various initiatives.
- **Career Guidance:** The Alumni Cell of CDOE will provide career guidance and counseling to the alumni. The Alumni Cell will provide information on job opportunities and career advancement options to the alumni.
- **Alumni Fund:** The Alumni Cell of CDOE will set up an alumni fund, which will be used to support various initiatives of the university.
- **Mentoring:** The Alumni Cell of CDOE will also provide mentoring support to the current students.

10.8 Any other Information

The CDOE of Bharathidasan University is planning to initiate the following activities from the next academic year onwards.

- Reaching more and more number of students across the state and across the world for online programmes.
- Sponsorship tie up arrangements with corporate for MBA online programmes
- Improving the student-CDOE interaction with a special unique dashboard (User centric learning platform) for each student,
- Complete automation of CDOE activities by ERP (Enterprise Resource Planning)
- Creation of Online Interactive Student Learning materials
- Commencement of Value added / Add-on courses (certificate and diploma) that will be helpful to working population.
- Marketing / propagating of CDOE programmes through Social Media, distinct and effective brand message and use of authentic student voices to build institution's

credibility

- Construction of new building exclusively for CDOE with classroom arrangements and spacious and safe storage room for study materials.
- Development of new website with more detailed information
- Setting up of Alumni Association at CDOE level
- Including the successful students (along with regular students) in Job Fair conducted by BDU
- Admission of Prison Inmates at subsidized fee
- Establishment of e-resource centre exclusively for ODL and Online Programmes
- Initiation of Online Learner Satisfied Survey regarding the Teaching Learning Process at the CDOE
- Use of MOOCs and SWAYAM platforms by the Distant Learners to be promoted by CDOE

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.

/sd/

Signature of the Director:

Name: Dr. S. Palanisamy

Seal:

Date: 31.07.2023

/sd/

Signature of the Registrar:

Name: Dr. L. Ganesan

Seal:

Date: 31-07-2023

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.