



VELS



INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)
PALLAVARAM - CHENNAI

ACCREDITED BY NAAC WITH 'A' GRADE
Marching Beyond 30 Years Successfully
INSTITUTION WITH UGC 12B STATUS

Centre for Distance and Online Education (CDOE)
Vels Institute of Science, Technology and Advanced Studies (VISTAS)
Pallavaram, Chennai - 600 117.

Phone : 99625 21057 - Website : www.vistascdoe.in



Annual Report 2023-2024

VISTAS Leadership

	Dr. Ishari K Ganesh Founder & Chancellor
	Dr. Preethaa Ganesh Vice President - Vels Group of Institutions
	Dr. A. Jothi Murugan Pro Chancellor Planning & Development
	Dr. Arthi K. Ganesh Pro Chancellor - Academic
	Dr. S. Sriman Narayanan Vice-Chancellor
	Dr. M. Bhaskaran Pro Vice Chancellor
	Dr. P. Saravanan Registrar
	Dr. A. Udhayakumar Controller of Examinations

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1.Introduction about VISTAS

Vels Institute of Science, Technology & Advanced Studies (VISTAS) deemed to be University was established under section 3 of the Act of 1956 of University Grants Commission, Government of India, New Delhi. VISTAS has originated from a Self-Financing Group of Institutions known as Vels Group of Institutions established in the year 1992. The deemed to be University is located at Pallavaram around 2 kilometer, south of Pallavaram Railway Station and nearly 4 kilometer away from Chennai Airport. The Deemed University status was conferred on 04.06.2008 by the Ministry of Human Resource Development (MHRD), Government of India (GOI) through its Notification No. F.9 – 56/2004-U.3 and by the University Grants Commission (UGC) by its Notification No. F.6 - 4/2005 (CPP-I) dated 30th July 2008.

Dr. Ishari K.Ganesh is the Founder-Chancellor, Vels Institute of Science, Technology and Advanced Studies (VISTAS).

VISTAS has blossomed into a Multi-disciplinary Institute offering more than 64 Under-Graduate (UG) Programmes, 39 Post-Graduate(PG) Programmes, 30 Doctoral Programmes, 5-Open and Distance Learning (ODL) Programmes, besides 21 Diploma Programmes and 45 Value Added Courses through 18 Schools and 46 Departments. VISTAS is included in the list of Deemed to be Universities under section of 12B of the UGC Act, 1956 on November 2021.



Administrative Building of VISTAS

An Institute of Potential Excellence

VISTAS is the result of two decades of dedicated efforts to continuously enhance and create an environment of all round growth for the students, and provide them necessary exposure and opportunities to become Industry –Ready, at national and international level.

The VISTAS follows the semester pattern and Choice Based Credit System (CBCS) for all its Academic programmes both at the Under-Graduate and Post-Graduate levels. The system is expected to promote multi-point entry and flexibility to suit the needs of individual learners. The Academic programmes offered by VISTAS are approved by University Grants Commission (UGC), Distance Education Bureau (DEB), All India Council for Technical Education (AICTE), Pharmacy Council of India (PCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI) and Director General of Shipping (DGS).

VISTAS culture strongly support diversity and inclusion, it includes students and faculty from a wide variety of social, cultural and geographical backgrounds. This promotes flexibility, tolerance and adaptability, thus preparing the students to easily get accommodated in multinational environment and global workspaces. A plush green state of the art campus of VISTAS is spread across 29 acres, fully equipped with technological infrastructure – Wi-Fi Internet, computing centers, labs and well-furnished classrooms.

2.VISTAS Centre for Distance and Online Education(CDOE)

The CDOE was established on 07.09.2020 to provide quality Open and Distance Learning (ODL) and also Online Learning (OL). CDOE has been equipped with teaching staff, technical staff and non-teaching staff to provide good support services to the students.

Open and Distance Learning (ODL) of VISTAS-CDOE gives you the flexibility to acquire University degree without the need to visit the campus often. VISTAS-CDOE involves the creation of an educational experience of qualitative value for the learner that is best suited to the needs outside the classroom.



CDOE Building of VISTAS

As a learner in distance education, the learners can study the Programme content through a number of means including the use of Self-Learning Material (SLM), electronic library resources, and by contacting faculty in Personal Contact Programme (PCP) and receiving all supplementary study materials through online.

VISTAS holds a great potential in turning itself into a leading source of knowledge acquisition and skill development to enhance learning experience and help in life-long learning. ODL Programmes of VISTAS are designed in such manner to help many students to achieve their educational aspirations.

3.VISTAS CDOE Vision

- To provide Higher education to a vast majority of population with a unique learner-centric model of education.
- To make distance education socially-relevant, industry- oriented, and inclusive of all respects.
- To emerge as a World Class hub of knowledge acquisition and skill development outcomes.

4.VISTAS CDOE Mission

- To achieve the status of Centre of Excellence in Distance learning arena.
- To be flexible and accessible to a vast majority of aspiring learners.
- To make social elitism at affordable cost.
- To be in the forefront in building human resources by fostering freedom, empowerment, creativity and innovations oriented towards career prospects and in enhancing Gross Enrollment Ratio (GER).
- To make learners accomplish a high degree of academic achievement and cherish their association with the VISTAS-CDOE forever.

5.Learning Pedagogy-ODL

Delivery methodology in VISTAS ODL Programmes, is unique in many aspects. The distance mode of imparting education at VISTAS relies on technology to take its academic Programmes to the doorsteps of learners far and wide. The system is more learner-oriented and the learner has to be an active participant in the learning process. It combines the features of conventional wisdom and the benefits of technology – driven techniques. A multi-channel approach is followed in knowledge acquisition comprising the following support services:

- Self-Learning Materials(SLMs).
- Assignments, Projects and Case studies with real time exposure
- Digital library resources and Supplementary Materials provided online
- Week-end Personal Contact Programme
- Social Media groups for exchange of information and peer group interaction

The SLMs are prepared by well qualified faculties of VISTAS who have with more than 10 years of teaching experience with adequate knowledge in Open Distance Learning.

6.ODL Programmes on Offer

The following Under Graduate (UG) and Post Graduate (PG) Programmes are on offer at present for the Academic Year /Calendar Year with the approval of University Grants Commission (UGC)-Distance Education Bureau (DEB) and All India Council for Technical Education (AICTE).

S.No	Programme Code	Name of Programme	Eligibility	Duration-Minimum	Age	Fees
1	B.B.A	Bachelor of Business Administration	Candidates who have passed in the 12 th Standard or its equivalent/ 12 th from NIOS, SIOS, RIOS or 3 Years Diploma from DOTE or 2 Years ITI(NCVT)	3 Years	No Age limit	Rs.2,500/- per semester
2	B.Com	Bachelor of Commerce	Candidates who have passed in the 12 th Standard or its equivalent/ 12 th from NIOS, SIOS, RIOS or 3 Years Diploma from DOTE or 2 Years ITI(NCVT)	3 Years	No Age limit	Rs.2,500/- per semester

3	BAHEC	BA(Hons) Economics	Candidates who have passed in the 12 th Standard or its equivalent/ 12 th from NIOS, SIOS, RIOS or 3 Years Diploma from DOTE or 2 Years ITI(NCVT)	3 Years	No Age limit	Rs.2,500/- per semester
4	BAHEN	BA(Hons) English	Candidates who have passed in the 12 th Standard or its equivalent/ 12 th from NIOS, SIOS, RIOS or 3 Years Diploma from DOTE or 2 Years ITI(NCVT)	3 Years	No Age limit	Rs.2,500/- per semester
5	MBA	Master of Business Administration	Any Bachelor Degree from the recognized University/ Institutions or its equivalent	2 Years	No Age limit	Rs.12,500/- per semester

Note: All the above five ODL Programmes are offered in English Medium only.

7.List of activities in ODL

The followings are list of important activities carried at Centre for Distance and Online Education-Vels Institute of Science, Technology and Advanced Studies.

1. VISTAS has obtained UGC DEB Recognition on 31-07-2023 for BBA, B.Com and MBA for Academic Session 2023-2024 beginning from July – August 2023-2024 to 2027-28. (upto January 2028 only) . The MBA ODL Programme of VISTAS has also got approval from AICTE Vide letter No. AICTE Letter No. Southern/ 2022-23/1-10973253723 dated 12.07.2023.
2. Academic Operation of VISTAS ODL Programme has started on 31-07-2023 Admission Prospectus for the academic year 2023-24 has been prepared and advertisement has also been issued inviting applications for admission to VISTAS ODL Programme.
3. **133 students** has joined in the VISTAS ODL Programmes in the Academic Year 2023-2024 and as suggested by the UGC DEB the students data were uploaded in the UGC DEB Portal.
4. The Induction Meeting for the first batch of students was conducted on 14-12-2023. The PCP classes has also been started from 16-12-2023 to 27-01-2024.
5. The Examination for ODL students has started on 02-03-2024 and has completed on 23-03-2024. The result has announced on 09-05-2024.
6. The VISTAS has got approval from UGC DEB for offering two more academic Programme namely B.A. (Hons) Economics and B.A. (Hons) English on 03-01-2024.
7. The student's admission has been carried out for the Calendar Year starting from 03-01-2024 for the new programmes as well as the existing programmes.
8. **147 students** has joined in the VISTAS ODL Programmes in the Calendar Year 2024 and as suggested by the UGC DEB the students data were uploaded in the UGC DEB Portal.
9. Induction Meeting for the Calendar Year ODL students has been conducted on 15-04-2024 through Virtual Mode and PCP classes started on 01-06-2024 and completed on 28-07-2024.
10. The Extension of Approval (EoA) for MBA ODL Programme and fresh approval for BBA ODL Programme of was obtained from AICTE by VISTAS F.No. Southern/1-43660484257/2024/EOA dated 05-Jun-2024.

8.Learners Enrolment in ODL

A total of 133 students in the Academic Year-2023-24 and a total 147 students in the Calendar Year-2024 and thus a total of 280 students have enrolled in the VISTAS ODL Programme. The details are:

SI No	Name of the Programme	AY-2023-24			CY-2024			Total		
		Male	Female	Total	Male	Female	Total	Male	Female	Total
1	MBA	55	41	96	47	24	71	102	65	167
PG Total		55	41	96	47	24	71	102	65	167
2	BBA	14	9	23	36	16	52	50	25	75
3	B.Com	11	3	14	5	3	8	16	6	22
4	BA(Hons)-Economics	*	*	*	5	0	5	5	0	5
5	BA(Hons)-English	*	*	*	4	7	11	4	7	11
UG Total		25	12	37	50	26	76	75	38	113
Total PG+UG		80	53	133	97	50	147	177	103	280

9.ODL Faculty and Administrative staff details

The Academic staff details the Centre for Distance and Online Education-VISTAS is as follows:

S.No	Name	Designation	Date of Joining	Centre/ Department
1	Dr.P.Thiyagarajan	Director	17.05.2023	CDOE
2	Dr.S.Madhumita	Director-ODL	18.05.2023	CDOE
3	Dr.P.Sujatha	Director	07.01.2022	CIQA
4	Dr. M. Chandharan	Professor	09.08.2023	MBA
5	Dr. Ashok Kumar Katta	Associate Professor	11.01.2023	MBA
6	Dr. C. Saraswathy	Assistant Professor	11.01.2023	MBA
7	Dr. P. Vijay Shree	Assistant Professor	08.09.2023	MBA
8	Dr. G.S. Maheshwari	Professor	05.07.2023	BBA
9	Dr. V. Jayanthi	Associate Professor	15.03.2023	BBA
10	Dr. M. Ruby Evangelin	Assistant Professor	15.03.2022	BBA
11	Ms. R.Martina	Assistant Professor	05.07.2023	BBA
11	Dr.S.Jayakani	Associate Professor	09.07.2021	B.Com
13	Dr. R.V. Suganya	Assistant Professor	09.07.2021	B.Com
14	Dr.S.Jansirani	Professor	20.10.2021	BA(Hons) Economics
15	Dr.V.Balaruby	Assistant Professor	13.06.2022	BA(Hons) Economics
16	Dr.E.Sugantha Ezhil Mary	Associate Professor	20.10.2021	BA(Hons) English
17	Dr.P.Santhosh	Assistant Professor	20.10.2021	BA(Hons) English

The Administrative staff details the Centre for Distance and Online Education-VISTAS is as follows:

S.No	Name	Designation	Date of Joining	Centre/ Department
1	Ms.S.G Chitra.	Deputy Registrar	01.06.2023	CDOE
2	Ms.S. Bhuvanewari.	Assistant Registrar	12.07.2021	CDOE
3	Mr.V. Kumar.	Section Officer	13.07.2021	CDOE
4	Ms.S. Meenatchi.	Assistant	10.07.2021	CDOE
5	Ms.M. Swapna.	Assistant	12.07.2021	CDOE
6	Ms.D. Lalitha.	Technical / Professional Staff	14.07.2021	CDOE
7	Mr.V.Karthick.	Technical / Professional Staff	02.08.2023	CDOE
8	Ms.S. Kavitha.	Computer Operator	02.03.2022	CDOE
9	Ms.B. Malathi.	Computer Operator	18.04.2022	CDOE
10	Mr. K.Gopalakrishnan.	Multi-Tasking Staff	14.07.2021	CDOE
11	Mr. E.Kannan.	Multi-Tasking Staff	12.07.2021	CDOE

10.Orientation/Training Programme details

Academic and Administrative staff of Centre for Distance and Online Education have been given Orientation and Training related ODL and OL. The details are:



Faculties of VISTAS Centre for Distance and Online Education during the preparation of Programme Project Report for the ODL and OL Academic Programmes



VISTAS Leadership with ODL and OL team during the submission of proposal in the UGC-DEB portal for DEB recognition.



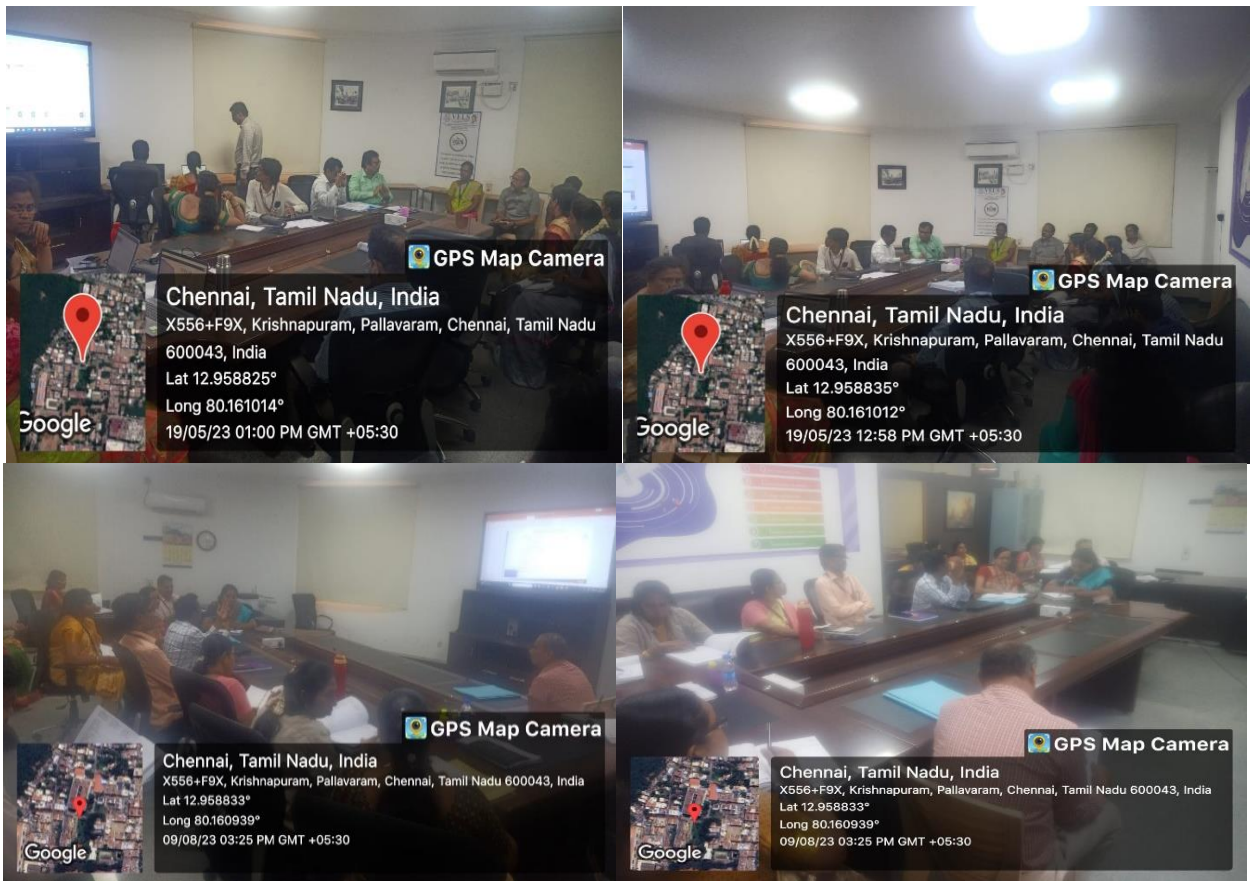
The VISTAS Centre for Distance and Online Education staff with Pro Chancellor (P&D), Vice Chancellor, Pro Vice Chancellor and Registrar during the Pilot study conducted for Online programme recognition.



Orientation Programme about creating and updating of four quadrant materials for Online learning to the VISTAS CDOE faculties was given by the Director, Centre for Online Education, SRM University, Chennai on 18-05-2023.



Orientation Programme about the conduct of Proctored Examination and Online admission in Online Learning to the CDOE Technical Staff was given by the Director, Centre for Online Education, SRM University, Chennai on 18-05-2023.



Training was given by the Director, Centre Distance and Online Education to the CDOE Faculty members, Administrative staff and Technical staff on 19-05-2023 about the proposed ODL and OL Programmes and the activities to be carried out for offering ODL and OL Programme after obtaining UGC-DEB recognition.



For the first time after obtaining UGC-DEB recognition for the MBA, BBA and B.Com Programmes through ODL Mode, the VISTAS has prepared the Admission Prospectus for the Academic Year 2023-2024 and the same has been released for ODL admission.



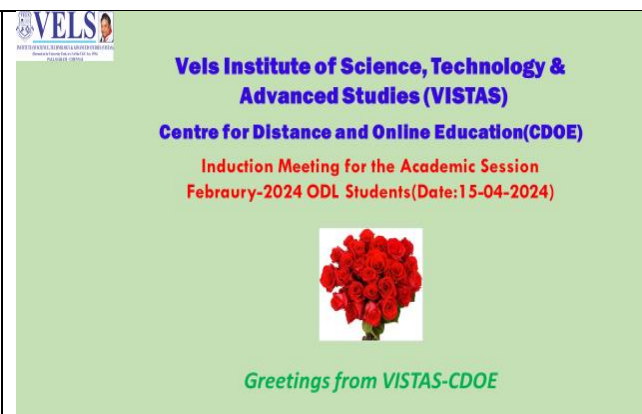
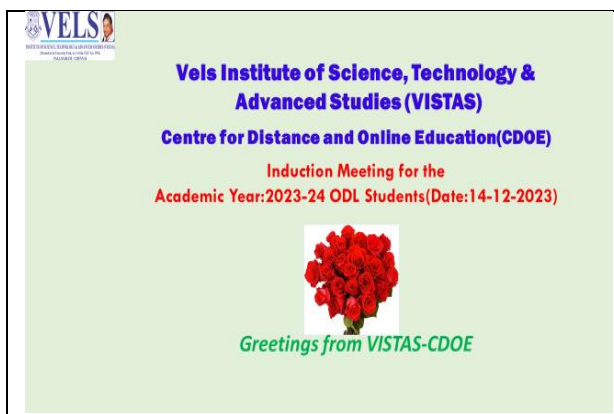
For the Mandatory creation of DEB-IDs for fresh learners in ODL/OL mode, Virtual technical guidance sessions was organized by INFLIBNET technical team to support the recognized institutions to establish API integration in a flawless way. Director-CDOE along with Technical person attended the Virtual Meet on 05-07-2024.



Meeting with Technical team for ODL was conducted to use the LMS developed for ODL Programmes.

ODL-Student Induction Programme

Students Induction Programme for the ODL students who have joined in the ODL Programmes such as B.Com, BBA and MBA during the Academic Year-2023-2024 and for the ODL students who have joined in the ODL Programmes such as B.Com, BBA, BA(Hons)-Economics, BA(Hons) English and MBA during the Calendar Year-2024 was conducted on 14-12-2023 and 15-04-2024 respectively. The details are as follows.





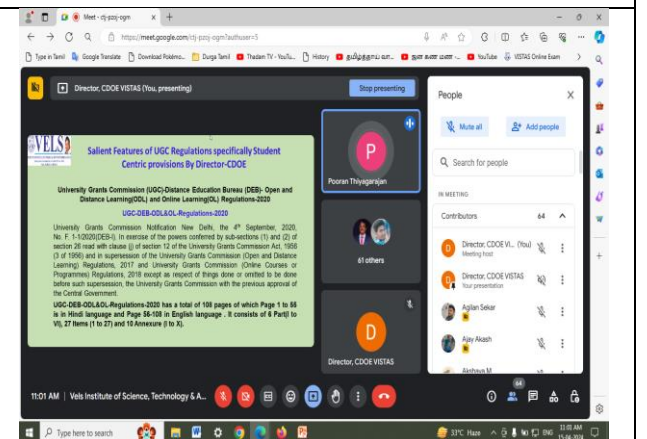
Vice-Chancellor, VISTAS presentation on An Overview of Distance Learning: Key Features, Present Scenario and Future Perspectives



Registrar, VISTAS presentation on welcome of students and briefing about the approval, recognition, accreditation and ranking of VISTAS



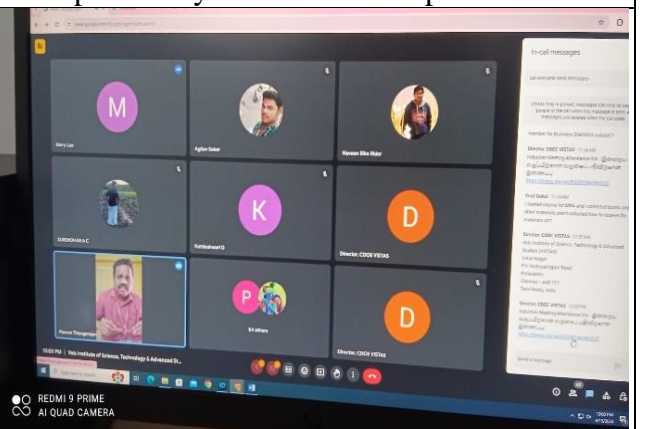
Pro Vice Chancellor, VISTAS presentation on CDOE facilities and resources for offering of ODL Programmes.



Director-CDOE, VISTAS presentation on Salient Features of UGC Regulations specifically Student Centric provisions.



Vice-Chancellor interaction with Presentors about Students Induction Programme



Students interaction with the Director-CDOE, VISTAS

End Semester Examinations (ESE)

End Semester Examinations (ESE) for ODL students of B.Com, BBA and started on 02-03-2024 and completed on 23-03-2024 through Offline Mode at VISTAS Campus. As per UGC-DEB norms the ESE was conducted at VISTAS.



Invigilator supervising the End Semester Examination conducted at VISTAS for ODL students

11. ODL Students Support

i. Pre-Admission Counselling

VISTAS-CDOE provides Admission Prospectus along with Admission Application form for the UGC-DEB approved ODL Academic programmes both in online and offline to the learners. Printed copy of Admission Prospectus along with Admission Application form has been given to the prospective learners in person. Details about ODL Programmes in the form of Flyer has been sent to e-mail and WhatsApp to the interested learners.

VELS
Centre for Distance and Online Education (CDOE)

ADMISSION OPEN 2023-24

Open and Distance Learning Programmes
Approved by UGC - DEB

- Bachelor of Commerce (B.Com)
- Bachelor of Business Administration (B.B.A)
- Master of Business Administration (MBA)

Salient Features

- Self-Learning Material (Print & Digital)
- Online and Face-to-Face Personal Contact Programme (PCP)
- Learning through LMS VISTAS

FOR MORE DETAILS, CONTACT
The Director, CDOE, VISTAS, Pallavaram, Chennai-600117

Last date for submission of application is 30.09.2023

Flexible open and distance learning degree at affordable cost designed for learning at your convenience and career advancement.

B.Com-9962177879, BBA-8056008629, MBA-9840438098
vistas.ac.in director.cdoe@vistas.ac.in

Flyer about ODL Admission has been prepared and distributed to the interested student for ODL Admission

ii. Information Services to ODL students

VISTAS supports the interested learners with the ODL Academic programmes and its procedure and schedule. VISTAS also encourages the learners to pursue the programmes through ODL mode. Leaflet and Pamphlet about ODL admission has been prepared and distributed to the prospective learners.

iii. Post Admission services to ODL students.

1. VISTAS dispatches the Self Learning Materials before the commencement of Personal Contact Programme(PCP).
2. Both soft copy and hard copy of Self Learning Material has been sent to the ODL students to their address.
3. Personal Contact Programme Schedule has been prepared and dispatched to the ODL students along with details such as name of the Course and Code, Date and Time, Faculty who handle the PCP.
4. VISTAS offers Language Courses in Undergraduate ODL Academic Programmes and counsel the students for the successful completion of the Academic Programme.
5. Financial assistance to the deserving candidates are extended to the ODL students and ODL students has been motivated to use SWAYAM Prabha channel for supplementary material.
6. VISTAS provides ID card to all the admitted ODL students to enable access to all the extended facilities in the campus.
7. Declaration of End Semester Examination result in time
8. Library/ Internet and Computer services and Feedback services

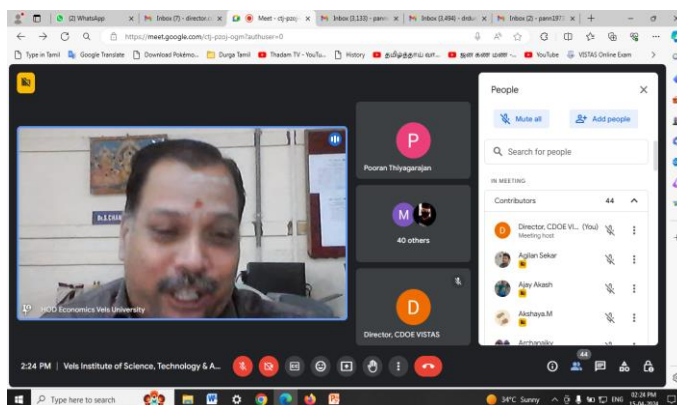
12.Faculty Service in ODL

VISTAS-CDOE delivers each Academic Programme with the team of committed and high-profile faculties who take up various responsibility and involve in multi various activity for the smooth conduct and delivery of the ODL Academic Programme . The faculty members are involved in the following activities.

1. Preparation of Programme Project Report and Self Learning Materials(SLM)
2. Involved in Pre Admission Counselling activities and Admission activities
3. Offer support for conduct of Students Induction Programme
4. Involved in preparation of Assignment questions and evaluation of Assignments
5. Involved in preparation of End Semester Examination questions and evaluation of Answer Scripts
6. Acting as Academic Counsellor during the Personal Contact Programme
7. Involved in End Semester Examination related activities
8. Periodical mentoring of ODL students and Feedback analysis

13. Personal Contact Programme(PCP)

VISTAS-CDOE adopts a well-defined system for Personal Contact Programme(PCP) and the PCP mainly provide guidance and also provide suitable opportunities to discuss and seek the clarification of their issues to the learners. Further the PCP offer solutions to the problems faced in the self-study. During the PCP learners have an opportunity to interact with the faculty members and peer group. PCP also help learners to solve the learning problems and also to understand the concepts of the subjects. In VISTAS all the PCP sessions are conducted during the week end and holidays. As per UGC-DEB (ODL&OL)-Regulations-2020 ten percent of credit hours has been allotted to each course for PCP.



Academic Counsellor interacts with ODL students during the Personal Contact Programme at VISTAS

14. Faculty Development Programme

In the Academic year 2022-2023, the VISTAS Centre for Distance and Online Education has organized four Training/Orientation Programme with the view of enriching knowledge on Self Learning Materials (SLM) preparation, E-content production and Student Support services to equip the CDOE faculty members.

1. Orientation Programme on “UGC-DEB recognition process for ODL and OL” conducted on 03-12-2022. Dr.M.Bhaskaran, former Vice-Chancellor, Tamil Nadu Open University, Chennai and Dr.P.Thiyagarajan, Director, Centre for Internal Quality Assurance, Tamil Nadu Open University, Chennai participated as Resource Person.
2. Orientation Programme on “Development of Self Learning Materials (SLM) in ODL” conducted on 10-05-2023. Dr.P.Thiyagarajan, Director, Centre for Internal Quality Assurance, Tamil Nadu Open University, Chennai acted as Resource Person.
3. Orientation Programme on “Production E-Content for Online learning” conducted on 18-05-2023. Dr. Manoranjan Pon. Ram, Director, Centre for Online Education, SRM University, Chennai participated as Resource Person.
4. Training Programme on “Developing MOOCs Courses” conducted on 22-05-2023. Dr.S.Arun Director, Internal Quality Assurance Cell (IQAC), VISTAS participated as Resource Person.