

HEI ID:
HEI-P-U-0491

Name of HEI: **Vels Institute of Science,
Technology & Advanced Studies
(VISTAS)**

Type of HEI:
Deemed-To-Be-University

Annual Report

OF

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

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2023-2024

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Part – I: General Information

1.1. Date of notification of the Centre (attach a copy of the notification): **07-09-2020**

<https://vistascdoe.in/wp-content/uploads/2024/08/1.1.VISTAS-CIQA-Establishment.pdf>

1.2. Details of Director, CIQA

- Name : **Dr.P.Sujatha**
- Qualification: **M.Sc., M.Phil., Ph.D.**
- Appointment Letter and Joining Report:

<https://vistascdoe.in/wp-content/uploads/2024/08/1.2.-CIQA-Director-Appoinement-Order-and-Joinin-Report.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	Chairperson	Dr. S.Srimannarayanan MSc., Ph.D.	Chemistry	01.02.2023
b.	Three Senior teachers of HEI	Member-1	Dr. M. Bhaskaran MSc., Ph.D.	Agriculture & Education	01.02.2023
		Member-2	Dr. M. Chandrasekaran ME., Ph.D.	Mechanical Engineering	01.02.2023
		Member-3	Dr. S. Arun ME., Ph.D.	Computer Science & Engineering	01.02.2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member-4	Dr. S. Chandrachud M.A., M.Phil., MCA., Ph.D., D.Sc.	Economics	01.02.2023
		Member-5	Dr. P. Jagadeesan M.Com., MPhil., Ph.D.	Commerce	01.02.2023
		Member-6	Dr. Jayashree Prabhakar. A. A MA., M.Phil., Ph.D.	English	01.02.2023
d.	Two External Experts of ODL and/or Online Education	Member-7	Dr. M. Manivannan MA., M.Ed., Ph.D.	Education	01.02.2023
		Member-8	Dr. K. Ravichandran MSc., Ph.D.	Chemistry	01.02.2023
e.	Officials from departments of HEI <ul style="list-style-type: none"> • Administration • Finance 	Member-9 Administration	Dr. P. Saravanan M.A. Ph.D.	History	01.02.2023
		Member-10 Finance	Mr. B. Kalyankumar M.Com, ICWA, CAIIB	Commerce	01.02.2023

f.	Director, CIQA	Member Secretary	Dr. P. Sujatha M.Sc., M.Phil., Ph.D.	Computer Science	01.02.2023
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b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N) If No, reason thereof

Yes, after completion of two years, the CIQA is re-constituted and the present CIQA term is upto 31-01-2025

1.4. Number of meetings held and its approval:

a. No. of meetings held every year: **2**

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	07-12-2023	2	https://vistascdoe.in/wp-content/uploads/2024/08/1.4.Third-CIQA-Minutes-07-12-2023.pdf	
Meeting 2	28.06.2024	1	https://vistascdoe.in/wp-content/uploads/2024/08/1.4.Fourth-CIQA-minutes-28.06.2024.pdf	

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

From <Month, Year> academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DDMM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/ Female/ Transgender)				
									M	F	TG	Total	

*Not for Private University

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

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

From <Month, Year> academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DDMM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/ Transgender)				
									M	F	TG	Total	

*Not for Private University

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

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

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

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

*Not for Private University

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

1.8. Number of programmes started at Undergraduate Degree Programmes as per Commission Order: **4**

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

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.) per semester	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Transgender)			
								M	F	TG	Total
1	B.Com	3	140	10+2 or its Equivalent	2500	F.No.30-3/2023(DEB-II) dated 22 nd November 2023	nil	16	6		22
2	BBA	3	140	10+2 or its Equivalent	2500	F.No.30-3/2023(DEB-II) dated 22 nd November 2023	nil	50	25		75
3	BA(Hons)-Economics	3	140	10+2 or its Equivalent	2500	F.No.30-30/2023(DEB-III) dated 19 th March 2024	nil	5	0		5
4	BA(Hons)-English	3	140	10+2 or its Equivalent	2500	F.No.30-30/2023(DEB-III) dated 19 th March 2024	nil	4	7		11

*Not for Private University

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

1.9. Number of programmes started at Post-graduate Degree Programmes as per Commission Order: **1**

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

Sr. No.	Post - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and	No. of Learner Support Centre Operationalized as per territorial	Number of students admitted (Male/Female/Transgender)			
								M	F	TG	Total
1	MBA	2	102	10+2 or its Equivalent	12500	F.No.30-3/2023 (DEB-II) dated 22 nd November 2023	nil	102	65		167

*Not for Private University

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

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

2.1. Action taken on the functions of CIQA:-

S. No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	In any Open and Distance Learning (ODL) system learner support services are the important vital component. Support services to the learners includes a range of academic, administrative and other related activities. Continuous monitoring of the support services bring constant improvement. Vels Institute of Science, Technology and Advanced Studies (VISTAS) has started its Open and Distance Learning academic operations on 31-07-2023 and enrolled a moderate student strength of 133 in the Academic Year-2023-24 and 147 in the Calendar Year-2024. VISTAS-CDOE has been providing interactive support services. The VISTAS has addressed the Grievances of the learners through the stipulated period and also provides the ICT facilities in terms of Student portal for easy communication. Quality of learner support services have been assured by conducting Induction Programme, Personal Contact Programme(PCP), Continuous Internal Assessment through Assignments and Evaluation.	https://vistascdoe.in/annual-report-annexure/
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	As part of continuous improvement and as per UGC-DEB ODL and OL Regulations-2020, the VISTAS is Self-evaluating the Self Learning Materials as per SLM Policy of VISTAS. The quality of SLM has been monitored by the CIQA of VISTAS. CBCS and LOCF has been followed for VISTAS UG and PG ODL Programmes under Semester Pattern.	https://vistascdoe.in/slm/
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Delivery of VISTAS Academic Programmes only at Headquarters. Monitoring of delivery Mechanism of VISTAS and implementation of Information and Communication Technology (ICT) to reach the students without any difficulties.	-

4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	VISTAS follows the same Curriculum, Assessment pattern, Credits which is meant for Conventional Mode students and maintaining all the quality for ODL Mode students also. 140 Credits for UG and 102 Credits for PG ODL Programmes has been followed. ODL Examination and Evaluation pattern has been followed on par with Conventional Mode.	-
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Feedback Policy for the stake holders of VISTAS has been developed and the Feedback is being collected from the faculty members, students and parent during the first semester PCP session and also during the first Semester End Examinations. These feedback has been used to improve the quality.	-
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Periodical monitoring has been carried out by the Vice Chancellor, Pro Vice Chancellor, Registrar and Director-CDOE of VISTAS for improving the quality.	-
7.	Implementation of its recommendations through periodic reviews	The CIQA of VISTAS also monitoring the effective implementation of various recommendations given by the Authorities from time to time.	-
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	The institution taken initiatives such as organizing Orientation programmes, Training programmes to the Faculty members of VISTAS about preparation SLM and ELM and to the Administrative staff of VISTAS about admission, promotional activities to be carried out in ODL Programmes.	-
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	VISTAS using the Information Communication Technology (ICT) enabled services like issuing study materials as a soft copy to the enrolled students to their e-mail addresses	-
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Statistics about from the introduction of Academic Programme to the delivery of the Programmes are being collected, collated and updated and maintained by CIQA.	-

11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	Programme Project Report (PPR) were prepared for all the UG and PG Programmes offered by VISTAS as per UGC-ODL and OL Regulations, 2020. PPR prepared for 4 Undergraduate and 1 Postgraduate Programmes that were launched during the year 2023-2024.	-
12.	Mechanism to ensure the proper implementation of Programme Project Reports	The Programme Project Report has been approved by Statutory Bodies of VISTAS, which was put in place a monitoring mechanism to ensure its proper implementation. The VISTAS has defined Programme Specific Objectives for each of the academic programmes which will give the direction to launch a programme and will allow us to focus on results. The POs, PSOs and COs are parts of Programme Project Report (PPR) prepared by CIQA which come into operation after obtaining due approval from the Academic Council of the VISTAS. The PPR of VISTAS contents includes (a) programme objectives and outcomes; (b) nature of target group of learners; (c) appropriateness of the programme with quality assurance for acquiring specific skills; (d) programme content designing and developing; (e) cost estimates for development of the programme; and (f) admission, delivery and evaluation norms.	-
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	VISTAS has maintained the record of Annual Reports prepared by CIQA and review them periodically.	-
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Based on the feedback and requests from the learners, the Schools of study design their curricula with the support of external subject experts from reputed institutions, industries, alumni and the experts.	-
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Learner Centered approach has been followed in VISTAS CDOE. The needs of learners meet individually.	-

16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	The CIQA has been established with the primary focus to assessment and accreditation as and when eligible for NAAC.	-
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	The VISTAS will devise method to conduct internal academic and administrative audit periodically by which can ensure the quality enhancement and adopting the good practices on both internalization and institutionalization.	-
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The VISTAS coordinates with the AICTE, UGC-DEB and other accredited body for quality related initiatives or guidelines	-
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	VISTAS has external member from TNOU in the CIQA Committee and obtains information for quality bench marks	-
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Every year VISTAS-CIQA submits its annual report to the UGC-DEB. The CIQA focuses on the improvement on quality assurance in programme review, learner support services and examination system. The entire activities of CIQA has been recorded and review towards quality enhancement.	-
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. (a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	All activities of the CIQA including the CIQA annual reports is placed before the statutory bodies of the VISTAS for action taken. Every year the CIQA will prepare the annual report of VISTAS-CDOE with help of the academic experts also placed before the Statutory body of the VISTAS. The copy of the CIQA annual report which was approved by the Statutory body of the VISTAS has been uploaded in the VISTAS-CDOE website .	-

22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	The educational service offered by VISTAS is learner centred with social relevance for sustainable social transformation.	-
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes	Learners of all the UG Degree and PG Degree for five programmes will be given with the Self Learning Materials (SLMs) prepared by the experts concerned and edited by the Programme Coordinators, strictly adhering to the SLM policy of VISTAS.	-
24.	Promoted automation of learner support services of the Higher Educational Institution	Automation of admission process is adopted by VISTAS to ease the enrollment procedure.	-
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	The focus on the performance of in-house process of the VISTAS have to examine and identify the suitable measures for implementing process.	-
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	The CIQA will initiate in conducting the Academic Audit and Administrative Audit as and when required.	-
27.	Overseen the preparation of Self Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	The CIQA will initiate action for the External Audit as and when required.	-
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	The CIQA will initiate action for collaboration and association as and when required.	-
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Possibilities for organizing Job Fairs exclusively for VISTAS ODL students in collaboration with leading industries will be studied and subsequently, the learners will also	-

		be motivated to take part in the placement being conducted at VISTAS.	
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2.2. Compliance of Quality Monitoring Mechanism – As per Annexure–I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020:

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	<p>Governance, Leadership and Management:</p> <p>a. Organisation Structure and Governance</p> <p>b. Management</p> <p>c. Strategic Planning</p> <p>d. Operational Plan, Goals and Policies</p>	<p>a. Organisation Structure and Governance: the VISTAS is being fulfilled all sanctioned/required positions as prescribed by the Commission and establish a credible governance system as per the statute and approval of Statutory body of VISTAS.</p> <p>b. Management: The leadership and management of VISTAS strive to assess and review the organizational culture to achieve its vision, mission and goals. The all activities of the VISTAS is walking on the path to achieve vision of the institutions.</p> <p>c. Strategic Planning: VISTAS undertakes strategic planning of its activities and implement the same by aligning those with academic and administrative aspects for improvement. Some of them are Designing the curriculum based on industry and region specific. Preparation of quality of study materials in Self Learning Materials (SLM) through subject experts</p> <p>d. Operational Plan, Goals and Policies: VISTAS has well defined goals and Plans.</p>	<p>https://vistas.ac.in/administrative-structure/</p>
2.	<p>Articulation of Higher Educational Institution Objectives</p>	<p>VISTAS articulates a clear vision, mission, ethos and broad strategy consistent with the goals for offering academic programmes in Open and Distance Learning.</p>	<p>https://vistascdoe.in/about-vistas-cdoe/</p>

3.	<p>Programme Development and Approval Processes</p> <ol style="list-style-type: none"> a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System 	<p>The various academic programmes offered through the VISTAS are planned and developed after a careful study of the societal requirements and needs, in consultation with subject experts and Senior Faculty members of VISTAS as well as other Universities with industrial experts:</p> <p>a. Curriculum Planning, Design and Development: The curriculum planning, design and development of academic programmes for UG and PG ODL Programmes is a major academic activity of VISTAS. Based on the feedback and regional specific requirements, the curriculum of programmes are designed. The designed curriculum will be placed before the statutory bodies for their approvals and then the programmes are introduced.</p> <p>b. Curriculum Implementation: As per the guidelines issued by UGC the programmes offered through Open and Distance Mode are converted into CBCS pattern. These programmes approvals from the Board of Studies, the Faculty, the Academic Council and the Executive Committee of VISTAS are obtained before the actual implementation.</p> <p>c. Academic Flexibility: The VISTAS will adopt proper strategies for imparting academic flexibility, which refers to freedom in the use of the time frame of programme, vertical mobility, and inter-disciplinary options facilitated by curricular transactions for learners.</p> <p>d. Learning Resource: VISTAS ensures quality learning resources in the form of Self Learning Materials (SLMs) for Open and Distance Learning mode with web blended approach.</p>	<p>https://vistascdoe.in/ciqa-composition/</p>
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		e. Feedback System: The feedback is being collected from stakeholders of VISTAS for curriculum design and development. The process of revision and re-design of curricula is based on feedback from all stakeholders.	
4.	Programme Monitoring and Review	VISTAS will devise and execute programme monitoring and review system to conduct periodic internal reviews and maintain the Quality of academic programmes.	-
5.	Infrastructure Resources	The VISTAS has physical facilities such as library, Multimedia lab, Language lab, Electronic Media Lab, Information and Communication Technology infrastructure. The University has well infrastructure facilities like Wi-Fi campus and all required physical facilities available.	-
6.	Learning Environment and Learner Support	The learner support services including PCP classes and library services are available to the VISTAS Open and Distance Learning mode learners.	-
7.	Assessment and Evaluation	VISTAS executes the evaluation through varied assessment tools including theory, projects, assignment evaluation and semester end examinations, to suit the different learning outcomes expected of the course elements. VISTAS has proper assessment and moderation system for assessing the learning outcomes of Learners. 70 per cent weightage is allotted to semester end examinations and 30 per cent weightage is allotted to continuous internal assessment.	https://vistascdoe.in/wp-content/uploads/2024/08/VISTAS-Exam-Manual.pdf
8.	Teaching Quality and Staff Development	The staff members are encouraged to take part in Orientation and Refresher programmes, Seminars, Conferences, Workshops, and Faculty Development programmes in order to update their skills. Periodic workshops are	-

		conducted for Administrative staff to update.	
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2.3. Compliance of Process of Internal Quality Audit – As per Annexure–I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Academic Planning	VISTAS has academic planning procedures to ensure that the programmes offered by it are relevant to national economy, reflects the institution vision and mission. VISTAS has adequate teaching and other support staff along with infrastructure and technology support to ensure that the curriculum remains up to date.	-
2.	Validation	VISTAS will have a mechanism in place for validation to ensure that learner support services its programmes are academically viable.	-
3.	<p>Monitoring, Evaluation and Enhancement Plans</p> <p>a. Reports from Learner Support Centres (for Open and Distance Learning programmes)</p> <p>b. Reports from Examination Centres</p> <p>c. External Auditor or other External Agencies report</p> <p>d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>e. Reporting and Analytics by the Higher Educational Institution</p> <p>f. Periodic Review</p>	<p>a. Reports from Learner Support Centres (for Open and Distance Learning programmes) : Deemed to University-No Learner Support Centres</p> <p>b. Reports from Examination Centre: Examinations are conducted only at HQ and with report of all examinations will be collected periodically.</p> <p>c. External Auditor or other External Agencies report: VISTAS will considers to conduct the External audit as and when required.</p> <p>d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels: VISTAS is using the web based technology for the entry of learners profile, submission of examination applications, down loading of hall ticket and result. The data collected from the web is used for performance analysis.</p> <p>e. Reporting and Analytics by VISTAS: VISTAS generates the required reports out of such web-based applications and analyse learner and academic analytics.</p>	-

		<p>Web portal data is used at periodic intervals for the analyzing the learners and their academic performances.</p> <p>f. Periodic Review: VISTAS has a system for collecting feedback from the stakeholders regularly to improve its programmes. Periodic reviews are prepared with the help of feedback from the stakeholders and self-assessment by VISTAS.</p>	
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Part – III: Human Resources and Infrastructural Requirements

3.1. Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, atleast Associate Professor Or Name and details of Head for each school (for Open University) - Full time dedicated, not below the rank of an Associate Professor.

<p>Name : Dr.P.Thiyagarajan, Regular Employeee</p> <p>Designation: Director</p> <p>Qualifications: M.A., M.Phil., Ph.D., DDE,MADE</p> <p>(Salary details, Appointment Letter and Joining Report is attached for reference)</p> <p>https://vistascdoe.in/wp-content/uploads/2024/08/3.1.Director-CDOE-Appointment-Order-and-JR.pdf</p>
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3.2. Compliance status of “Human Resource and Infrastructural Requirements” – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020.

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

(i).Physical Infrastructure:

Total Built-up area for Open and Distance Learning activity - Minimum 15000 sq. ft.(carpet area):

S.No	Built-up Area Type	Percentage (%)	Built-up Area (Carpet Area, in sq ft) Required	Built-up Area (Carpet Area, in sq ft) Available
1.	Academic	50 per cent.	7500	8000
2.	Administrative	10 per cent.	1500	2000
3.	Academic support such as Library, Reading room, Computer Centre, Informational and Communication technology Labs, Video and Audio Labs etc.	30 per cent.	4500	5000
4.	Amenities or other support facilities	10 per cent.	1500	2000
Total		100 per cent	15000	17000

(ii).Faculty Requirement:

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG	10	10	Yes	-
PG	4	4	Yes	-
PGD	Not offered	-	-	-

(iii).Faculty Details:

S. No.	Programme Name	No. of Full time Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type(Regular/ Contract) with gross salary/ month			Date of joining Programme and Joining report (Upload Pdf)
							Type	Gross salary/ month	Contract period	
1	B.Com	2	Dr.S.Jayakani	Associate Professor	Ph.D.	15 Years	Regular	53500	-	09-07-2021
			Dr.Suganya.R.V	Assistant Professor	Ph.D.	9 Years	Regular	42800	-	09-07-2021
2	BBA	4	Dr. G.S. Maheshwari	Professor	Ph.D.	26 Years	Regular	64200	-	06-07-2023
			Dr. V. Jayanthi	Associate Professor	Ph.D.	16 Years	Regular	51600	-	15-03-2023
			Dr.M. Ruby Evangelin	Assistant Professor	Ph.D.	11 Years	Regular	36050	-	15-03-2022
			Ms. R.Martina	Assistant Professor	M.A.NET	1 Year	Regular	30000	-	05-07-2023
3	BA(Hons)-Economics	2	Dr.S.Jansirani	Professor	Ph.D.	19 Years	Regular	48150	-	20-10-2021
			Dr.V.Balaruby	Assistant Professor	Ph.D.	10 Years	Regular	36050	-	13-06-2022
4	BA(Hons)-English	2	Dr.E.Sugantha Ezhil Mary	Associate Professor	Ph.D.	18 Years	Regular	54900	-	20-10-2021
			Dr.P.Santhosh	Assistant Professor	Ph.D.	9 Years	Regular	44400	-	20-10-2021
5	MBA	4	Dr. M. Chandharan	Professor	Ph.D.	31 Years	Regular	69550	-	09-08-2023
			Dr. Ashok Kumar Katta	Associate Professor	Ph.D.	16 Years	Regular	69550	-	11-01-2023
			Dr. C. Saraswathy	Assistant Professor	Ph.D.	12 Years	Regular	45000	-	11-01-2023
			Dr. P. Vijay Shree	Assistant Professor	Ph.D.	3 Years	Regular	36050	-	08-09-2023

B.Com. : https://vistascdoe.in/wp-content/uploads/2024/08/ODL-Appt-Order-and-JR-B.Com_.pdf

BBA : <https://vistascdoe.in/wp-content/uploads/2024/08/ODL-Appt-Order-and-JR-BBA.pdf>

B.A.(Hons) Economics : <https://vistascdoe.in/wp-content/uploads/2024/08/ODL-Appt-Order-and-JR-B.A.Economics.pdf>

B.A.(Hons) English : <https://vistascdoe.in/wp-content/uploads/2024/08/ODL-Appt-Order-and-JR-B.A.English.pdf>

MBA : <https://vistascdoe.in/wp-content/uploads/2024/08/ODL-Appt-Order-and-JR-MBA.pdf>

3.3 Details of Administrative staff

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

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

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

<https://vistascdoe.in/wp-content/uploads/2024/08/ODL-Appt-Order-and-JR-Admin-staff.pdf>

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.

S. No.	Names	Designation	Qualification	Type(Regular/ Contract) with gross salary/ month			Date of joining Programme and Joining report (Upload Pdf)
				Type	Gross salary/ month	Contract period	
1	Ms.Chitra.S.G	Deputy Registrar	M.Sc IT., MBA.,	Regular	55,000	-	01.06.2023
2	Ms.Bhuvanewari.S	Assistant Registrar	MA	Regular	45,000	-	12.07.2021
3	Mr.Kumar.V	Section Officer	BA	Regular	35,500	-	13.07.2021
4	Ms.Meenatchi.S	Assistant	M.Sc. Statistics	Regular	25,500	-	10.07.2021
5	Ms.Swapna.M	Assistant	B.Com., MBA	Regular	23,000	-	12.07.2021
6	Ms.Lalitha. D	Technical / Professional Staff	M.Sc. IT	Regular	19,000	-	14.07.2021
7	Mr.V.Karthick	Technical / Professional Staff	BCA	Regular	15,000	-	02.08.2023
8	Ms. Kavitha.S	Computer Operator	BE (ECE)., B.Ed.	Regular	19,000	-	02.03.2022
9	Ms.Malathi.B	Computer Operator	B.Com	Regular	22,000	-	18.04.2022
10	Mr.Gopalakrishnan.K	Multi-Tasking Staff	12 th Std.	Regular	17,000	-	14.07.2021
11	Mr.Kannan.E	Multi-Tasking Staff	10 th Std.	Regular	24,200	-	12.07.2021

Part – IV: Examinations

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc.	Yes	
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.	Yes	
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 must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	

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 Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes https://vistascdoe.in/wp-content/uploads/2024/08/VISTAS-Exam-Manual.pdf	
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.	https://vistascdoe.in/wp-content/uploads/2024/08/VISTAS-Exam-Manual.pdf	
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution	Yes	

4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes	
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes https://vistascdoe.in/wp-content/uploads/2024/08/Sample-Question-Paper-MBA.pdf https://vistascdoe.in/wp-content/uploads/2024/08/Sample-MBA-ODL-Assignments.pdf	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes	
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Yes	
9.	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Yes https://vistascdoe.in/wp-content/uploads/2024/08/VISTAS-Exam-Manual.pdf	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes	
	(b) Availability of biometric system	Yes	
	(c) The attendance of examinees shall be authenticated through biometric system as per	Yes	

	Aadhaar details or other Government identifiers of Indian learners		
	(d) In case of non-availability of the Closed Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular in-charge of examination centre to the Higher Educational Institution	Yes	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Yes	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes https://vistascdoe.in/annual-report-annexure/	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes https://vistascdoe.in/annual-report-annexure/	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (penpaper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	Yes	
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes	
14.	The Examination Centre shall be located in Government Institutions like Kendriya idyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	-	
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations	-	

16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes	
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have: i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	https://vistascdoe.in/annual-report-annexure/	
	(b) Each award shall also be uploaded on the National Academic Depository	Yes	
18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres	Yes	

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

NO

4.4. Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year/ Semester	% of students passed	% of students passed in first class
September 2023	1.BBA	23	17	15	88	46
	2.B.Com	14	11	8	72	62
	3.MBA	96	60	52	86	94

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.

Preparation of Programme Project Report (PPR): Every Academic Programme that have been launched by Vels Institute of Science, Technology and Advanced Studies(VISTAS) has a PPR with the details of Programme objectives and outcomes, Nature of target group of learners, Programme content designing and developing, Cost estimates for development of the programme including the Programme admission and evaluation norms. The cost estimate for each of the Programme is arrived using Back Flush costing and the break-even is being arrived at.

Approval of Programme Project Report (PPR): The PPR that was prepared CIQA for each Programme is placed in the Board of Studies of the concerned Department for approval. Once the approval of the BOS has been obtained the same is placed before the Academic Council and Executive Committee for its approval. All the PPR’s of Programmes offered by VISTAS are approved by the required statutory bodies of VISTAS.

<https://vistascdoe.in/annual-report-annexure/>

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.

Learning Material (Both print and Non-print form): Self-learning Materials (SLMs) are the instrument for learning. The main characteristics of SLMs prepared by VISTAS are Self-explanatory, Self-contained, Self-directed, Self-motivating and directed towards Self-learning as per UGC-DEB(ODL&OL)-Regulations-2020. Video Materials are also prepared and posted in the LMS.

Curriculum and Pedagogy: Keeping in view the skills, attention span and study habits of the learners, the content load is designed to be more appropriate and manageable. A unit is a pedagogical unit that can be completed by a learner within a reasonable period of time, i.e. 5-6 hours. The SLM at VISTAS are prepared as per UGC-DEB(ODL&OL)-Regulations-2020.

<https://vistascdoe.in/annual-report-annexure/>

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.

Preparation of Self-Learning Materials (SLM): The Self-Learning Materials are prepared as per the Credit structure of the concerned ODL Programmes and as per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020 and also as per norms of the SLM Policy of the VISTAS. Each Unit starts with clear cut Learning Objectives and Learner outcomes. The Courses are divided into required number of Blocks and then further divided into Units. Each Unit are categorized into sections and sub-sections by including Self-Check questions and Learning Activities as per the requirement of the content.

Approval of the Statutory Authorities: The SLM prepared by VISTAS as per the SLM Policy was approved by the Statutory bodies such as Board of Studies of the concerned Department, Academic Council and Executive Council of VISTAS.

<https://vistascdoe.in/annual-report-annexure/>

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

6.1. Details of personal contact programmes implemented:

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

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
1	B.Com	VISTAS-HQ	1	2	14	8
2	BBA	VISTAS-HQ	1	2	23	13
3	MBA	VISTAS-HQ	1	2	96	24

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.

VISTAS is Deemed to be University and do not have any Learner Support Centre

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

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

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

6.4. Off campus details (For Deemed to be University)

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

6.5. Delivery of Self-Learning Material

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

Type	Date of Admission (for July and January)*	Date of delivery SLM	Whether SLM delivered to learners within a fortnight from the date of admission
Printing Material	For July 2023	29.11.2023	Yes
	For January 2024	31.03.2024	Yes
Audio-Video Material	For July 2023	29.11.2023	Yes
	For January 2024	31.03.2024	Yes
Online Material	For July 2023	29.11.2023	Yes
	For January 2024	31.03.2024	Yes
Compute Based Material	For July 2023	29.11.2023	Yes
	For January 2024	31.03.2024	Yes

* UGC-DEB Approval received first time on 31-07-2023

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

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 (Semester wise – programmes wise)
NIL							

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

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)	Yes	
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	
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes	
4	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	Yes	
5	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programmewise faculty	Yes	

	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;		
6	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes	
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	
9	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes	
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	No	Deemed to be University
13	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	No	Deemed to be University
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	
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	No	Newly started

Part – VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	Yes
2	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	Yes
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; ©.only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	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 commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners	Yes
6	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners: 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	Yes

7	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b).maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c).exhibit such records as permissible under law on its website; and (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.	Yes
8	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. ‘8(a)’ to ‘8(k)’ below	Yes
8.(a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment	Yes
8.(b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
8.(c)	The number of seats approved in respect of each programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
8.(d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8.(e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8.(f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes
8.(g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8.(h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes

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

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.

VISTAS has taken important steps for the benefit of ODL students by facilitating ODL admission through Online, issuing Identity Card, despatching Study Material, conducting Academic PCP Classes as per academic schedule, submission assignment, prior intimation of Semester End Examinations.
Student’s Grievance Redressal Mechanism including E-Mail, WhatsApp and SMS based students grievance redressal system is in place at VISTAS. A cell has been created to attend the grievance of ODL students

9.2. Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
3	3

9.3. Complaint Handling Mechanism

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

When the learners visit to the VITAS in person, the staff of CDOE will attend the learners and solve their grievances. Grievances are also attended over phone and through E-Mail, SMS and WhatsApp.

Details of Nodal Officer

Name : Dr.M.Vetrivel
Designations: Assistant Director, CDOE
Mobile No: 9585178221
E-mail: vetrivel.sms@velsuniv.ac.in

9.4. Details of Complaints received from UGC (DEB)

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

Part – X: Innovative and Best Practices

10.1. Innovations introduced during academic year

Academic Planner facilitate ODL students to prepare themselves to attend Personal Contact Programme, undertake Semester End Examination, Continuous Internal Assessment by Dissemination of information well in advance. Induction programme at VISTAS has enlighten the learners on awareness pertaining to their programme of study, regulations and procedures involved in ODL system which reduced the grievance of learners at source.

SLM/eSLM supplied enable the learners through understanding of subject matter. Web Portal based submission of assignments enables on time submission.

10.2. Best Practices of the HEI

Newly approved HEI for ODL

10.3. Details of Job Fairs conducted by the HEI

Newly approved HEI for ODL

10.4. Success Stories of students of ODL mode of the HEI

Newly approved HEI for ODL

10.5. Initiatives taken towards conversion of SLM into Regional Languages

Newly approved HEI for ODL and feedback are collected from stakeholder for conversion of SLM into Regional Languages

10.6. Number of students placed through Campus Placements

Newly approved HEI for ODL

10.7. Details of Alumni Cell and its activity



Newly approved HEI for ODL

10.8. Any other Information

VISTAS deemed to be University was established in 2008 under section 3 of the Act of 1956 of University Grants Commission, Government of India, New Delhi. VISTAS has assumed the responsibility to meet the ever-growing demands for Higher Education from diverse sections of the society, irrespective of caste, creed, religion, age and profession at an affordable cost. The ODL Academic Programmes of VISTAS are duly recognized by UGC-DEB, and AICTE. The VISTAS has been accorded with 12B Status of the UGC in 2021. The ODL academic operations were commenced in 2023-24.

DECLARATION

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

Signature of the Director:		Signature of the Registrar:	
Name:	Dr.P.Sujatha DIRECTOR Centre for Internal Quality Assurance	Name:	Dr.P.Saravanan Registrar Vels Institute of Science, Technology
Seal:	Vels Institute of Science, Technology and Advanced Studies (VISTAS) Velan Nagar, P.V.Vaithiyalingam Road, Pallavaram, Chennai - 600117	Seal:	& Advanced Studies (VISTAS) Pallavaram, Chennai - 600 117.
Date:	22.08.2024	Date:	22.08.2024

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.



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
INSTITUTION WITH **UGC 12B** STATUS
Marching Beyond 30 Years Successfully

Dr. P. SARAVANAN
REGISTRAR

F.No.VISTAS/UGC- DEB-01/2024
August 22 ,2024

Declaration

This is to certify that Vels Institute of Science, Technology & Advanced Studies (VISTAS) has exactly identical pass/fail criteria of ODL Programmes as in the case of Conventional Programmes offered by VISTAS and other Conventional Universities in the State of Tamil Nadu.

REGISTRAR

Registrar
Vels Institute of Science, Technology
& Advanced Studies (VISTAS)
Pallavaram, Chennai - 600 117.



VELS



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INSTITUTION WITH UGC 12B STATUS

Marching Beyond 30 Years Successfully

Dr. P. SARAVANAN
REGISTRAR

F.No.VISTAS/UGC- DEB-02/2024
August 22 ,2024

Declaration

This is to certify that Vels Institute of Science, Technology & Advanced Studies (VISTAS) follows the territorial jurisdiction and has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC-DEB (ODL & OL) Regulations, 2020.

REGISTRAR

Registrar
Vels Institute of Science, Technology
& Advanced Studies (VISTAS)
Pallavaram, Chennai - 600 117.



INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
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PALLAVARAM - CHENNAI

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Marching Beyond 30 Years Successfully

Dr. P. SARAVANAN
REGISTRAR

F.No.VISTAS/UGC- DEB-03/2024
August 22 ,2024

Declaration

This is to certify that Centre for Internal Quality Assurance (CIQA) of Vels Institute of Science, Technology & Advanced Studies (VISTAS) has prepared a Programme Project Report(PPR) for each and every Programme offered by VISTAS. The PPR of all the Programmes are prepared as per norms and guidelines of the UGC as stated in UGC-DEB (ODL & OL) Regulations, 2020 and the same has been approved by the statutory bodies of the University.

REGISTRAR

Registrar
Vels Institute of Science, Technology
& Advanced Studies (VISTAS)
Pallavaram, Chennai - 600 117.



INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
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PALLAVARAM - CHENNAI

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Marching Beyond 30 Years Successfully

Dr. P. SARAVANAN
REGISTRAR

F.No.VISTAS/UGC- DEB-04/2024
August 22 ,2024

Declaration

This is to certify that Vels Institute of Science, Technology & Advanced Studies (VISTAS) has a proper student grievance redressal and feedback mechanism to collect feedback from students and undertake its analysis and corrective actions thereof as per the UGC-DEB (ODL & OL) Regulations, 2020. Vels Institute of Science, Technology & Advanced Studies has designed a feedback mechanism which is collected from both the ODL Students and the Academic Counsellors regarding SLM materials, Personal Contact Programme(PCP), Assignments submission and evaluation and other academic support services provided by VISTAS. Both feedbacks are being collected from the Academic counsellors and the students CDOE, VISTAS.



REGISTRAR

Registrar
Vels Institute of Science, Technology
& Advanced Studies (VISTAS)
Pallavaram, Chennai - 600 117.



VELS



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PALLAVARAM - CHENNAI

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INSTITUTION WITH UGC 12B STATUS
Marching Beyond 30 Years Successfully

Dr. P. SARAVANAN
REGISTRAR

F.No.VISTAS/UGC- DEB-05/2024
August 22 ,2024

Declaration

This is to certify that the details of faculty in Schools of Study of Vels Institute of Science, Technology & Advanced Studies are declared on the website of VISTAS. The explicit link of the details of Academic faculty in the VISTAS website is as follows:

www.vistascdoe.in



REGISTRAR

Registrar
Vels Institute of Science, Technology
& Advanced Studies (VISTAS)
Pallavaram, Chennai - 600 117.



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INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
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Marching Beyond 30 Years Successfully

Dr. P. SARAVANAN
REGISTRAR

F.No.VISTAS/UGC- DEB-06/2024
August 22 ,2024

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-DEB (ODL and OL Programmes) Regulations, 2020 and its amendments.

Signature of the Director

Signature of the Registrar

Name: Dr.P.Sujatha

DIRECTOR

Seal: Centre for Internal Quality Assurance
Vels Institute of Science, Technology and
Advanced Studies (VISTAS)
Velan Nagar, P.V.Vaithiyalingam Road,
Pallavaram, Chennai - 600117

Date: 22.08.2024

Name: Dr.P.Saravanan

Registrar

Seal: Vels Institute of Science, Technology
& Advanced Studies (VISTAS)
Pallavaram, Chennai - 600 117.

Date: 22.08.2024

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Email : vels@vistas.ac.in **Website :** www.vistas.ac.in

Admin. Office : 521/2, Anna Salai, Nandanam, Chennai - 600 035. **Tele Fax :** 2431 5541 / 2431 5542