HEI ID:	Name of HEI: **Vels Institute of Science, Technology &Advanced Studies (VISTAS)**	Type of HEI:
HEI-P-U-0491		**Deemed-To-Be-University**

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2025-2026

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DECLARATION ..... **Error! Bookmark not defined.**

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.C.Shalini**
- Qualification: **M.Com., M.Phil., Ph.D.**
- Appointment Letter and Joining Report:

https://vistascdoe.in/wp-content/uploads/2025/08/1.2.-Director-CIQA-Appt-Order-Join-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. T.Sasipraba M.E.,Ph.D.	Computer Science & Engineering	15.12.2025
b.	Three Senior teachers of HEI	Member 1	Dr. S. Arun ME., Ph.D.	Computer Science & Engineering	01.02.2025
		Member 2	Dr. Jayasree Krishnan MBA., Ph.D.	Management	15.12.2025
		Member 3	Dr.Priya Anand MCA., M.Phil., Ph.D.	Computer Science	15.12.2025
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. S.N.Sugumar M.A., M.Phil., Ph.D.	Economics	01.02.2025
		Member 5	Dr. P. Jagadeesan M.Com., MPhil., Ph.D.	Commerce	01.02.2025
		Member 6	Dr. T.Senthamarai M.A., M.Phil., Ph.D.	English	01.02.2025
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. R.Tamil Maran M.B.A, M.Phil., Ph.D.	Management	01.02.2025
		Member 8	Dr. S. Aravindhan MSc., Ph.D.	Chemistry	01.02.2025
e.	Officials from departments of HEI • Administration • Finance	Member 9 Administration	Dr. M. Chandrasekaran ME., Ph.D.	Mechanical Engineering	07.10.2025
		Member 10 Finance	Mr. B. Kalyankumar M.Com, ICWA, CAIIB	Commerce	01.02.2025
f.	Director, CIQA	Member Secretary	Dr. C. Shalini M.Com., M.Phil., Ph.D.	Commerce	01.02.2025

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 31-01-2027

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	24-12-2025	2	**https://vistascdoe.in/seventh-ciqa-minutes-27-12-2025/**	**05.03.2026**
Meeting 2	25-08-2026	2	**https://vistascdoe.in/eigth-ciqa-minutes-25-08-2026/**	**29.08.2026**

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	3000	F.No.30-3/2023(DEB-II) dated 22nd November 2023	nil	18	23	-	41
2	BBA	3	140	10+2 or its Equivalent	3000	F.No.30-3/2023(DEB-II) dated 22nd November 2023	nil	28	13	-	41
3	BA(Hons)-Economics	3	140	10+2 or its Equivalent	3000	F.No.30-30/2023(DEB-III) dated 19th March 2024	nil	4	3	-	7
4	BA(Hons)-English	3	140	10+2 or its Equivalent	3000	F.No.30-30/2023(DEB-III) dated 19th March 2024	nil	3	6	-	9

*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: **2**

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	Any Degree	13500	F.No.30-3/2023 (DEB-II) dated 22nd November 2023	nil	144	89	-	233
2	MA Astrology	2	94	Any Degree	15000	F.No.1-10/2025 (DEB-SR) dated 10th April 2026	nil	12	14	-	26

*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	VISTAS Centre for Distance and Online Education, provides a Learner Centric atmosphere, to enable the students to utilize the services offered, to the best of their requirement. The services offered by VISTAS CDOE in this forefront includes a wide range of academic, administrative and support amenities to support the learners' requirement. Consistent monitoring of the support services provides a better ground for increasing the scope accordingly. Grievances of the learners is attended to and sorted out through the students' portal. Quality of learner support services have been assured by way of issuing of Self-Leaning Materials (SLM) both soft copy and hard copy as per UGC-DEB norms, conducting Induction Programme, Personal Contact Programme(PCP), Continuous Internal Assessment, End Semester Examinations and declaration of results. VISTAS CDOE has started its Open and Distance Learning (ODL) Programmes on 31-07-2023 with the approval of two UG and one PG Programes and now four UG Programmes and two PG has been offered with the approval of UGC-DEB .	**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 CDOE is Self-Evaluating the Self Learning Materials as per SLM Policy of VISTAS and also updating of SLM. The quality of SLM has been monitored by the CIQA of VISTAS. CBCS and LOCF as per NEP 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 CDOE Academic Programmes is done only at Headquarters. Content delivery is ICT enabled and the delivery mechanism is monitored consistently, to enable students to have hassle free easy access.	

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 similar to that of Conventional Mode students and maintaining all the quality for ODL Mode students also. 140 Credits for UG and 92-102 Credits for PG ODL Programmes has been followed. ODL Examination and Evaluation pattern has been followed on par with Conventional Mode. The same is being followed now as per NEP 2020, 176 Credits has been followed for ODL UG Programmes.	
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 is prepared and the Feedback is being collected from the Faculty members, Students and Parents during the Personal Contact Programme(PCP) session and also during the End Semester Examinations. The feedback is used to ensure quality improvement.	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Periodical monitoring has been carried out by the Vice Chancellor, Pro Chancellor (SOE), Registrar, Director-CDOE and Director-CIQA of VISTAS for improving the quality.	
7.	Implementation of its recommendations through periodic reviews	The VISTAS Centre for Internal Quality Assurance is involved in monitoring the effective implementation of various Recommendations and suggestions given by the Authorities from time to time and also as per UGC-DEB norms.	
8.	Workshops/ seminars/ symposium organizedon 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 to the Administrative staff of VISTAS about admission, promotional activities to be carried out in ODL Programmes. Faculties have also been permitted to complete NPTEL Courses as a part of quality enhancement.	
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 uses the Information Communication Technology (ICT) enabled services like issuing study materials as a soft copy to the enrolled students to their e-mail addresses. Web blended approach has also been introduced to the ODL students at VISTAS.	

10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	From the inception and introduction of Academic Programme till its delivery statistics are being collected, collated and updated , updated and maintained by VISTAS-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 4 UG and 2 PG Programmes offered by VISTAS as per UGC-DEB (ODL and OL) Regulations, 2020. All the components as requested in the UGC-DEB Regulations have been incorporated in the PPR. Further Statutory Regulatory Authority approval was also obtained from AICTE for ODL Programmes.	
12.	Mechanism to ensure the proper implementation of Programme Project Reports	The Programme Project Report is approved by Statutory Bodies of VISTAS, which has put a monitoring mechanism to ensure its proper implementation. 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 comes into operation after obtaining due approval from the Academic Council of the University. 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 maintain the record of Annual Reports of 2023-24, 2024-25 and 2025-26 prepared by CDOE and CIQA. These are reviewed 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 collectively and individually.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	VISTAS-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	Periodical conduct of internal academic and administrative audit ensures quality enhancement and provides for adopting good practices , both for 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 bodies for quality related initiatives or guidelines	
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	VISTAS CIQA Committee has 2 external members from TNOU and University of Madras to obtain information on various parameters 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 further action to be 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 CDOE Annual Report which was approved by the Statutory body of the VISTAS has been uploaded in the VISTAS-CDOE website. A copy of the CIQA report is duly signed and approved by the authorities concerned and submitted in the UGC-DEB portal	
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-centric with relevance to 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 four UG Degree and two PG Degree programmes are provided with Self Learning Materials (SLMs) prepared by the subject experts and abridged by the Programme Coordinators. These strictly adhere to the SLM policy of VISTAS.	
24.	Promoted automation of learner support services of the Higher Educational Institution	The admission process is automated by VISTAS to make the enrolment procedure user friendly	
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 is done through proper examination and identifying suitable measures for implementing process.	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	The CIQA conducts the Academic and Administrative Audit through external bodies 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 self-appraisal report is prepared and is submitted to accreditation agencies for evaluation purpose.	
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	The CIQA initiates action for collaboration and association as and when required.	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Opportunity and possibilities for arranging job Fairs exclusively for VISTAS ODL students in collaboration with leading industries will be studied and subsequently, they will persuaded to take part in the placement being conducted at VISTAS	

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.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	**a. Organisation Structure and Governance:** The VISTAS has 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. **b. Management:** The Management of VISTAS strive to assess and review the organizational culture to achieve its vision, mission and goals. The all activities of the VISTAS are focused to tread on the path to achieve vision and mission of the institutions. **a. c. Strategic Planning:** VISTAS undertakes strategic planning of its activities and implementation of the same, by aligning those with academic and administrative aspects for its progress. Focus is also laid on designing an industry and region specific curriculum Preparation of quality study materials in Self Learning Materials (SLM) through	https://vistas.ac.in/administrative-structure/

		subject experts is always in focus **d. Operational Plan, Goals and Policies:** VISTAS has clear cut and well defined plans and achievable targets in tune with the policies laid for these programmes.	
2.	Articulation of Higher Educational Institution Objectives	VISTAS articulates a clear vision, mission, ethos and broad strategy consistent with the goals for offering academic programmes in Open and Distance Learning.	https://vistascdoe.in/about-vistas-cdoe/
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	The various Academic programmes offered through the VISTAS are planned and developed after a careful study of the societal and industrial requirements and needs, in consultation with subject experts and senior faculty members of VISTAS as well as other Universities . **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 has been designed .The designed curriculum will be placed before the statutory bodies for their approval, subsequent to which the programmes are introduced. **b. Curriculum Implementation:** As per the guidelines issued by UGC the programmes offered through Open and Distance Mode are converted into CBCS pattern. Approvals from the Board of Studies, the Faculty, the Academic Council and the Executive Committee of VISTAS are obtained before the actual implementation. **c. Academic Flexibility:** VISTAS adopts 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.	https://vistascdoe.in/third-ciqa-composition-01-02-2025/

		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. **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	Periodical monitoring and review system is in process, to conduct periodic internal reviews and maintain the quality of academic programmes offered by VISTAS	
5.	Infrastructure Resources	The University is well equipped with a state of art infrastructure , providing facilities like Wi-Fi enabled campus automated library, e-resources, Multimedia lab, Language lab, Electronic Media Lab, ICT enabled teaching facility	
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.	
8.	Teaching Quality and Staff Development	The staff members are encouraged to take part in Orientation Programme and Refresher Course, Seminars, Conferences, Workshops, and Faculty Development programmes in order to update their skills. Faculties have enrolled themselves and completed	

		NPTEL Courses .Periodic workshops are conducted for Administrative staff to update.	

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 Academic Programmes offered by it are relevant to national economy, reflects the Institution's vision and mission. VISTAS has adequate teaching and other support staff along with infrastructure and technology support to ensure that the curriculum remains updated.	
2.	Validation	VISTAS has a mechanism in place for validation to ensure that the learner support services to its programmes are academically viable.	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes) b. Reports from Examination Centres c. External Auditor or other External Agencies report d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels e. Reporting and Analytics by the Higher Educational Institution f. Periodic Review	**a.Reports from Learner Support Centres (for Open and Distance Learning programmes) :** Deemed to be University-No Learner Support Centres. **b.Reports from Examination Centre:** Examinations are conducted only at VISTAS and the report of all examinations will be collected periodically. **c. External Auditor or other External Agencies report:** External audit is conducted as and when required. **d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels:** Web based technology for the entry of learners profile, submission of examination applications, down loading of hall ticket and declaration of result. The data collected so uploaded in the website and is used for performance analysis. **e. Reporting and Analytics by VISTAS:** VISTAS generates the required reports out of such web-based applications and analyses learner and academic analytics. Web portal data is used at periodic intervals for the analyzing the learners and their academic performances.	

		f. Periodic Review: VISTAS has a system for collecting feedback from the stakeholders regularly to improve outcome of the programmes. Periodic reviews are prepared with the help of feedback from the stakeholders and through self-assessment by VISTAS.	

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, at least 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.

Name : Dr.P.Thiyagarajan, Regular Employee
Designation: Director
Qualifications: M.A., M.Phil., Ph.D., DDE.,MADE.
(Salary details, Appointment Letter and Joining Report is attached for reference)

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	6	6	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	Professor	Ph.D.	16 Years	Regular	66000+	-	09-07-2021
			Dr.K.Kalaiselvi	Associate Professor	Ph.D.	15 Years	Regular	52500+	-	28-04-2025
2	BBA	4	Dr. G.S. Maheshwari	Professor	Ph.D.	27 Years	Regular	70600+	-	06-07-2023
			Dr. V. Jayanthi	Associate Professor	Ph.D.	17 Years	Regular	54100+	-	15-03-2023
			Dr.S.Bakkialakshmi	Assistant Professor	Ph.D.	10 years	Regular	44000+	-	09.07.2025
			Dr.M.Sivaselvi	Assistant Professor	Ph.D.	9 years	Regular	39650+	-	07.07.2025
3	BA(Hons)-Economics	2	Dr.S.Jansirani	Professor	Ph.D.	20 Years	Regular	48150+	-	20-10-2021
			Dr.V.Balaruby	Assistant Professor	Ph.D.	11 Years	Regular	39650+	-	13-06-2022
4	BA(Hons)-English	2	Dr.E.Sugantha Ezhil Mary	Professor	Ph.D.	19 Years	Regular	58900+	-	20-10-2021
			Dr.P.Santhosh	Assistant Professor	Ph.D.	10 Years	Regular	47500+	-	20-10-2021
5	MBA	4	Dr. M. Chandran	Professor	Ph.D.	32 Years	Regular	76550+	-	09-08-2023
			Dr.P.Vinodhini	Associate Professor	Ph.D.	17 Years	Regular	69550+	-	02.07.2025
			Dr. C. Saraswathy	Associate Professor	Ph.D.	13 Years	Regular	52500+	-	11-01-2023
			Dr. P. Vijaya Shree	Assistant Professor	Ph.D.	4 Years	Regular	37850+	-	08-09-2023
6	MA Astrology	2	Dr. A.Kalaivani	Associate Professor	Ph.D.	17 Years	Regular	69550+	-	10-09-2025
			Dr. K.A.Velu	Associate Professor	Ph.D.	17 Years	Regular	69550+	-	10-09-2025

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)

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	49,500	-	01.06.2023
2	Ms.Bhuvaneswari.S	Assistant Registrar	MA	Regular	48,000	-	12.07.2021
3	Mr.Kumar.V	Section Officer	BA	Regular	38,000	-	13.07.2021
4	Ms.Meenatchi.S	Assistant	M.Sc. Statistics	Regular	30,000	-	10.07.2021
5	Ms.Swapna.M	Assistant	B.Com., MBA	Regular	25,000	-	12.07.2021
6	Ms.Lalitha. D	Technical / Professional Staff	M.Sc. IT	Regular	21,000	-	14.07.2021
7	Mr.V.Karthick	Technical / Professional Staff	BCA	Regular	18,500	-	02.08.2023
8	Ms. Kavitha.S	Computer Operator	BE (ECE)., B.Ed.	Regular	23,000	-	02.03.2022
9	Ms.Sangeetha.M	Computer Operator	B.A.,	Regular	25,000	-	01.04.2024
10	Mr.Gopalakrishnan.K	Multi-Tasking Staff	12th Std.	Regular	19,500	-	14.07.2021
11	Mr.Kannan.E	Multi-Tasking Staff	10th Std.	Regular	26,700	-	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/wpcontent/uploads/2024/08/VISTASExam-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.	Yes 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	Yes	

	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: iii) 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; 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		
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 Yes https://vistascdoe.in/wpcontent/uploads/2024/08/SampleQuestion-Paper-MBA.pdf https://vistascdoe.in/wpcontent/uploads/2024/08/SampleMBA-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/wpcontent/uploads/2024/08/VISTASExam-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 Aadhaar details or other Government identifiers of Indian learners	Yes	
	(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, Uploaded list	
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-reportannexure/	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes https://vistascdoe.in/annual-reportannexure/	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through	Yes	

	proctored examination (penpaper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.		
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes	
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s),NavodayaVidyalaya(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	Conducted at VISTAS	
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.

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
July- 2023	BBA	23	23	17	73%	88%
	B.Com	14	14	11	78%	72%
January-2024	BBA	52	52	34	65%	85%
	B.Com	8	8	7	87%	100%
	BA(Hons)-English	11	11	3	27%	100%
	BA(Hons)-Economics	5	5	3	60%	100%
	MBA	71	71	49	69%	89%
July-2024	BBA	45	45	33	73%	90%
	B.Com	20	20	11	55%	81%
	BA(Hons)-English	18	18	10	55%	80%
	BA(Hons)-Economics	6	6	2	33%	100%
	MBA	153	153	127	83%	98%
Januuary-2025	BBA	15	14	6	42%	100%
	B.Com	6	6	2	33%	100%
	BA(Hons)-English	3	3	1	33%	100%
	BA(Hons)-Economics	3	3	1	33%	100%
	MBA	30	30	13	43%	60%
July-2025	BBA	31	30	5	16%	46%
	B.Com	28	28	16	57%	50%
	BA(Hons)-English	7	6	1	16%	100%
	BA(Hons)-Economics	4	4	2	50%	50%
	MBA	204	202	135	66%	56%

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 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.

Sample PPR : https://vistascdoe.in/ppr-syllabus/
Authority Approval : https://vistascdoe.in/wp-content/uploads/2024/08/Sample-Satutory-Approval-for-PPR-and-SLM.pdf

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.

Sample SLM : https://vistascdoe.in/wp-content/uploads/2024/08/4.-VISTAS-SLM-Policy.pdf
Authority Approval : : https://vistascdoe.in/wp-content/uploads/2024/08/Sample-Satutory-Approval-for-PPR-and-SLM.pdf

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.

Samples : https://vistascdoe.in/slm/
Approval Authority : : https://vistascdoe.in/wp-content/uploads/2024/08/Sample-Satutory-Approval-for-PPR-and-SLM.pdf

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	41	45%
2	BBA	VISTAS-HQ	1	2	41	55%
3	BA(Hons)-English	VISTAS-HQ	1	2	9	65%
4	BA(Hons)-Economics	VISTAS-HQ	1	2	7	65%
5	MBA	VISTAS-HQ	1	2	233	60%
6	MA Astrology	VISTAS-HQ	1	2	26	70%

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 a Deemed to be University and does 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 at least for seven years.

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

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

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published in the Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	**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 2025	15.10.2025	Yes
	For January 2026	31.03.2026	Yes
Audio-Video Material	For July 2025	15.10.2025	Yes
	For January 2026	31.03.2026	Yes
Online Material	For July 2025	15.10.2025	Yes
	For January 2026	31.03.2026	Yes
Computer Based Material	For July 2025	15.10.2025	Yes
	For January 2026	31.03.2026	Yes

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)	www.vistascdoe.in	
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 details, list of supporting staff, list of Learner	Yes	

	Support Centres with addresses and contact details (for Open and Distance Leaning 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	NA	
13	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	NA	
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	NA	

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:	Yes

	Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	
7	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b).maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c).exhibit such records as permissible under law on its website; and (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
8	8

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 Calendar 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 enables the learners to have a thorough understanding of subject matter. Web Portal based submission of assignments enables on time submission.

10.2. Best Practices of the HEI

VISTAS-ODL Programme Free Admission-2026 as part of Women Empowerment through Higher Education

1. Priyadharshini. S, Age-20, Unmarried from Pallikaranai, Chennai wish to study B.Com through VISTAS. Her Father is working at Mechanic Shop and the family income is Rs.14,500 per month and unable to pursue higher study.
2. Monisha, M, Age-22 Unmarried from Pozhichalur, Chennai wants to study B.Com through VISTAS. Her Father is working as Watchman and the family income is Rs.13,000 per month and unable to pursue higher study.
3. Lilypriya A, Age-21, Unmarried, from Pallavaram, Chennai is interested to study B.Com through VISTAS. Her Father is working as Paratha Master and the family income is Rs.12,000 per month and unable to pursue higher study.
4. Abirami M, Age-34, Married and having two female child, from Guduvancheri, Chennai wants to study B.A (Hons) Economics through VISTAS. Her husband is working as Hotel Server and the family income is Rs.14,000 per month and unable to pursue higher study.
5. Kiruthika M, Age-25, Married, and having two female child, from Thirisulam, Chennai is interested to study BBA through VISTAS. Her Husband is working as Truck Driver and the family income is Rs.14,500 per month and unable to pursue higher study.

As a part of Women Empowerment through Higher Education our Vice President madam, Vels Group of Institutions has taken responsibility of providing Higher Education by spending Rs.2,11,250 for all the five female candidate.

10.3. Details of Job Fairs conducted by the HEI

First time Job Fair conducted for the ODL MBA students

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

Based on the feedback VISTAS has initiated action to introduce MA-Astrology through Tamil Medium and the MA Astrology Programme introduced in January-2026 session

10.6. Number of students placed through Campus Placements

NIL

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. The VISTAS has been accredited with NAAC A++ in October-2024 and placed in Category-I HEI in 2025.

Dr. M.CHANDRASEKARAN
REGISTRAR

F.No.VISTAS/UGC- DEB-03/ODL/2026
August 31, 2026

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 OL Programmes) Regulations, 2020 and its amendments.

Signature of the Director:		Signature of the Registrar:	
Name:	**Dr.C.Shalini**	Name:	**Dr.M.Chadrasekaran**
Seal:	Dr. C. Shalini, M.Com., M.Phil, SLST, Ph.D., Director, Centre For Internal Quality Assurance, CDOE, VISTAS, Pallavaram, Chennai - 600 117.	Seal:	Dr. M.CHANDRASEKARAN, Registrar, Vels Institute of Science, Technology and Advanced Studies (VISTAS), Velan Nagar, P.V. Vaithiyalingam Road, Pallavaram, Chennai - 600 117.
Date:	**31.08.2026**	Date:	**31.08.2026**

Note: Kindly take the print out of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

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