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

ONLINE LEARNING MODE

2025-2026

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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.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	**Minutes of Meeting Enclosed**	**https://vistascdoe.in/seventh-ciqa-minutes-27-12-2025/**
Meeting 2	25-08-2026	2	**Minutes of Meeting Enclosed**	**https://vistascdoe.in/eigth-ciqa-minutes-25-08-2026/**

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 <July 2025 to Jan 2026 >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**	**Number of students admitted (Male/ Female/ Transgender)**			
							M	**F**	**TG**	**Total**
1	BBA	3/4	132/176	10+2 or its Equivalent	12000	F.No.1-10/2025 (DEB-SR) dated 03rd October 2025	74	22	-	96

*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.) per semester**	**UGC Recognition Letter No. and date**	**Number of students admitted (Male/ Female/Transgender)**			
							M	F	TG	Total
2	MBA	2	102	Any Bachelor Degree from the recognized University/ Institutions or its equivalent	26000	F.No.1-10/2025 (DEB-SR) dated 03rd October 2025	55	52	-	107
3	MCA	2	90	Any Bachelor Degree (with one subject of Mathematics/Statistics studied either at +2 level or Degree level) from the recognized University / Institutions.	30000	F.No.1-10/2025 (DEB-SR) dated 10th April 2026	-	-	-	-
4	MSc(Data Science and Business Analytics)	2	90	Any Bachelor Degree (with one subject of Mathematics/Statistics studied either at +2 level or Degree level) from the recognized University / Institutions.	30000	F.No.1-10/2025 (DEB-SR) dated 10th April 2026	-	-	-	-

*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	• CIQA reviewed the quality of academic and support services provided to learners in online programs. • Academic schedules, class information, assignments, examinations, and other important updates were communicated to learners on time. • Faculty members provided academic guidance and support through online interactions and counselling sessions. • Technical support was provided to learners for LMS access and other online learning-related issues. • Learner queries and grievances were addressed through the available support and grievance-redressal system. • Feedback from learners was collected and reviewed to identify areas for improvement. • Necessary corrective actions were taken based on learner feedback and identified concerns. • Follow-up was carried out to ensure that the issues raised by learners were properly resolved. **Outcome:** These measures improved communication, academic support, timely resolution of learner issues, and the overall quality of learner services.	**https://vistascdoe.in/annual-report-annexure/** Learner Feedback Report Grievance Redressal Report / Action Taken Report

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 the continuous quality improvement process and in accordance with the UGC-DEB (ODL and Online) Regulations, 2020, e-Learning Materials are periodically self-evaluated and updated as per the institutional e-Learning Material Policy. • The quality of e-Learning Materials, recorded lectures, and other digital learning resources is monitored by CIQA and reviewed by subject experts and programme coordinators. Suggestions received during the review process are incorporated for further improvement. • CBCS and LOCF, in alignment with NEP provisions, are followed for UG and PG online programs offered under the semester pattern. • Faculty members are encouraged to participate in MOOCs, Faculty Development Programmes, workshops, and orientation programmes to continuously upgrade their skills in online teaching, digital pedagogy, assessment, and technology-enabled learning. • Online counselling/contact sessions and learner interaction activities are monitored by Programme Coordinators and the concerned academic authorities to ensure effective delivery and learner participation. • Question papers and assessment components are reviewed by the concerned academic member to ensure syllabus coverage, appropriate difficulty level, clarity, and quality of assessment. Necessary corrections are incorporated wherever required. • Feedback from learners on faculty, courses, e-Learning Materials, LMS	https://vistascdoe.in/slm/ a.Reviewer Comments https://vistascdoe.in/wp-content/uploads/2026/08/2.1.2.b.Faculty_NPTEL_certificate.pdf c. Live class schedule d.Learner Feedback Report

		services, and learner support is collected and analysed. Necessary actions are taken based on the feedback received. **Outcome:** These self-evaluative and reflective practices have contributed to the continuous improvement of e-Learning Materials, faculty preparedness, assessment quality, learner engagement, and the overall quality of Online programme delivery.	
3.	Contribution to the identification of the key areas in which higher educational institutions should maintain quality	• The delivery of Online academic programmes is carried through an ICT-enabled teaching-learning system. The Learning Management System (LMS) supports the delivery of course content, learning resources, assessments, and academic communication. The delivery mechanism is regularly monitored by the concerned academic authorities and CIQA to ensure smooth functioning, accessibility, and a hassle-free learning experience for students. • LMS accessibility, content availability, learner participation, and technical support are periodically reviewed to identify areas requiring improvement and to ensure uninterrupted access to Online learning resources.	https://lms.vistasonlineedu.in/login
4.	Mechanism devised to ensure that the quality of online learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	• The same **curriculum, credit structure, learning outcomes and assessment pattern** followed for the corresponding Conventional Mode programmes are maintained for Online Learning programmes. • Online programmes follow the approved **CBCS framework** and the applicable provisions of **NEP**, ensuring consistency in academic standards across both modes.	https://www.vistasonlineedu.in/ MBA - PPR

		• The prescribed credit structure of **132–176 credits for UG programmes** and **92–102 credits for PG programmes** is followed. In line with NEP requirements, **176 credits** are followed for the applicable UG Online programmes. • Online learning programmes at VISTAS maintain the same curriculum, credit structure, learning outcomes, and assessment standards as conventional programmes, ensuring parity and quality across both modes.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders, namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	The Online Learning Feedback Policy ensures continuous quality improvement by systematically collecting input from learners, faculty, and parents on teaching, e-learning materials, faculty interaction, LMS services, assessment, and learner support; this feedback is reviewed by CIQA and academic units to identify strengths and areas for improvement, with necessary suggestions implemented to enhance curriculum delivery, teaching practices, learner engagement, and overall programme quality.	Stakeholder Policy & Feedback
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	• Periodical monitoring of Online programmes is carried out by the **Vice Chancellor, Pro Chancellor (SOE), Registrar, Director-CDOE, Director-Online and Director-CIQA** for continuous quality improvement. VISTAS Authorities ensured the qualitative improvement in online learning programmes by maintaining curriculum parity with conventional modes, strengthening faculty development in digital pedagogy, enhancing learner support services, investing in robust technology infrastructure, implementing systematic stakeholder feedback mechanisms, and conducting continuous quality assurance reviews through CIQA. These measures collectively uphold	Learner Feedback Report Faculty certifications

		academic standards, foster learner engagement, and drive continuous improvement in programme delivery and relevance.	
7.	Implementation of its recommendations through periodic reviews	The VISTAS Centre for Internal Quality Assurance (CIQA) monitors the effective implementation of stakeholder and regulatory recommendations, ensures compliance with UGC-DEB norms and quality standards, systematically reviews and follows up on feedback and institutional reports, and coordinates with departments to implement recommendations and track outcomes as part of the institution's continuous quality enhancement process.	a.CIQA Seventh Minutes b.CIQA Eighth Minutes
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.	Webinar on "Impact of Digital Marketing in Indian Logistics Management" organized by CDOE, VISTAS on 11.09.2025. Guest Lecture on "The Intersection of Literature and Geopolitics" organized organized by CDOE, VISTAS on 18.09.2025. Academic and Career Interaction Programme "AlumLitera 2026" organized by CDOE, VISTAS on 28.03.2026.	Events Organised
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	The library at VISTAS remains open on all weekends to provide online students with convenient access to physical learning references and academic resources, complementing the institution's online digital library services. This dual access ensures that learners benefit from both traditional and digital materials, thereby strengthening their study support and enhancing the overall quality of the online learning experience.	https://library.velsuniv.ac.in/
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	VISTAS-CIQA systematically collects, collates, updates, and maintains statistical data on OL academic programmes from their inception through programme delivery, ensuring accurate records for quality monitoring and continuous improvement.	Learner Feedback Report

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	PPR Preparation: Programme Project Reports (PPRs) were prepared for all 1 UG and 3 PG programmes offered by VISTAS. UGC-DEB Compliance: The PPRs were prepared in accordance with the UGC-DEB (ODL and OL) Regulations, 2020. Comprehensive Documentation: All mandatory components prescribed under the UGC-DEB regulations were incorporated into the respective PPRs. Regulatory Approval: AICTE approval was obtained for the OL programmes, ensuring compliance with applicable statutory and regulatory requirements.	Approvals
12.	Mechanism to ensure the proper implementation of Programme Project Reports	At VISTAS, Programme Project Reports (PPRs) are prepared and coordinated by CIQA, incorporating programme objectives, outcomes, and course outcomes, and are approved by the Statutory Bodies before implementation.	MBA - PPR
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	VISTAS maintains the Annual Reports prepared by CDOE and CIQA for 2025–26 and periodically reviews them to monitor academic performance, quality initiatives, and continuous improvement.	CDOE Annual Report 2025-2026
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Restructuring of the programme in order to make them relevant to the Job market is done by the Board of Studies of the respective department of the conventional progarmme which was approved in the Academic council meeting.	Approval of Statutory Bodies
15.	Facilitated system-based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	VISTAS COE adopts a learner-centered approach by addressing both collective and individual academic needs, continuously strengthening the Learning Management System based on expert and stakeholder feedback, fostering an Online Learners' Community through social media for knowledge sharing and peer interaction, and providing inclusive digital learning support with flexible access to academic resources and opportunities for continuous learning to cater to diverse learner requirements.	a. LMS Screen shot b. https://lms.vistasonlineedu.in/login c. WhatsApp Screenshot

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.	https://vistascdoe.in/wp-content/uploads/2026/08/CIQA-APPROVAL-COPY.pdf
17.	Measures adopted to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit	For VISTAS Online Education, measures to ensure internalization and institutionalization of quality enhancement practices include conducting **periodic accreditation and audits** to evaluate programme standards, establishing a structured monitoring mechanism through CIQA and statutory bodies, and integrating recommendations into institutional processes. Regular reviews of programme design, learner support, and delivery systems are carried out to align with UGC-DEB norms and global benchmarks. Feedback from stakeholders is systematically incorporated, and outcomes are tracked to ensure continuous improvement. These practices embed quality assurance into the institution's culture, making enhancement a sustained and institutionalized process.	UGC OL Recognition
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	www.vistascdoe.in
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 Tamil Nadu Open University(TNOU) and University of Madras(UOM) to obtain information on various parameters for quality bench marks	**https://vistascdoe.in/wp-content/uploads/2026/08/1.4.CIQA-8th-Minutes-25.08.2026.pdf**
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.	(a).Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	All activities of the CIQA including the CIQA annual reports are 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.	
	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	The copy of the 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	CDOE Annual Report 2025-2026
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	Yes, the Statutory Authorities of VISTAS oversee the functioning of CIQA and review the effectiveness of quality assurance systems for Online Learning programmes, while CIQA monitors delivery, e-Learning materials, LMS functioning, learner support, assessment, feedback, and grievance redressal. The services are designed to be learner-centred, emphasizing accessibility, flexibility, academic support, and quality experiences that contribute to sustainable social transformation. As 2025–2026 marks the first academic year of Online Learning operations, CIQA has prepared its first Annual Report consolidating quality assurance activities, which will be reviewed and approved by the Statutory Authority. Observations and recommendations from this review are communicated to academic and administrative units for necessary action, thereby strengthening accountability, learner-centered practices, systematic review, and continuous improvement in Online Learning outcomes.	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the online Learning decided by the statutory bodies of the HEI for its different academic programmes	Yes. The CIQA recommends the instructional design requirements for OL programs as per bloom Taxonomy. Conducted Live lectures for online programme	Live class schedule
24.	Promoted automation of learner support services of	CIQA supports CDOE to bring up the following learner support services such as ● Fee payment through online portal	

	the Higher Educational Institution	● Access to DSLM ● Access to SLM as Flip book model ● Discussion forum ● Feedback mechanism is enabled through LMS. ● Grievances redressal mechanism is available. ● Self-assessment mechanism through LMS.	https://lms.vistasonlineedu.in/login LMS Learning Resources Delivery Support Services
25.	Coordinated with external subject experts or agencies or organizations, the activities pertaining to validation and annual review of its in-house processes	Not Applicable for 2025–2026 – First year of Online Learning operations; third-party quality audit will be undertaken as per regulatory requirements / when due.	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	A third-party audit was not conducted for the OL programme. However conventional MBA programmes received NBA Accreditation	MBA - NBA Accreditation
27.	Overseen the preparation of Self Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	CIQA reviews the academic and quality-related activities of Online Learning programmes and ensures that the required information and supporting documents are properly compiled for regulatory and accreditation purposes.	
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	The CDOE collaborated with various industrial experts and organised guest lectures/workshops for the quality enhancement of the faculty members and students.	Report on Guest Lecture and Workshop
29.	Facilitated industry-institution linkage for providing exposure to the	Webinar on “Impact of Digital Marketing in Indian Logistics Management” organized by CDOE, VISTAS on 11.09.2025.	Events Organised

	learners and enhancing their employability.	Guest Lecture on "The Intersection of Literature and Geopolitics" organized organized by CDOE, VISTAS on 18.09.2025. Academic and Career Interaction Programme "AlumLitera 2026" organized by CDOE, VISTAS on 28.03.2026.	

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 OL	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. Organization Structure and Governance:** The VISTAS has fulfilled all sanctioned/required positions as prescribed by the Commission and established a credible governance system as per the statute and approval of the Statutory body of VISTAS. **b. Management:** The Management of VISTAS strives 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. **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 e- Learning Materials (e-LM) through 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.	https://vistas.ac.in/administrative-structure/

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 Online 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 OL 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 Online 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. **d. Learning Resource:** VISTAS ensures quality learning resources in the form of e- Learning Materials (e-LMs) for Online Learning in LMS.	https://vistascdoe.in/wp-content/uploads/2026/08/1.CIQA-Re-Composition-2025-27.pdf a.MBA PPR b. Learning Resources in LMS

		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	A periodic monitoring and review system is in process, along with the programme coordinator and course coordinator, to monitor OL classes. Director CDOE reviews the same and submits it to CIQA.	
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.	Campus Facilities
6.	Learning Environment and Learner Support	The learner support services including Live counselling classes and library services are available to the VISTAS Online Learning mode learners. A dedicated mail id esupport@vistas.ac.in for online learners for seeking any clarifications. All learners connected through WhatsApp group.	https://lms.vistasonlineedu.in/login
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.	MBA PPR
8.	Teaching Quality and Staff Development	Faculty members are encouraged to actively engage in orientation programmes, refresher courses,	

		seminars, conferences, workshops and faculty development programmes to continuously update their academic, pedagogical and technological skills. They are also motivated to pursue MOOC/NPTEL certifications to strengthen subject knowledge and digital pedagogy, adopt ICT-enabled teaching methods using digital tools and LMS for effective online delivery, and network with reputed institutions, subject experts and professional bodies for academic exchange. Participation in webinars, professional forums and knowledge-sharing platforms is promoted to stay updated with emerging trends, while student feedback is analysed to improve teaching effectiveness. Additionally, administrative staff training through periodic workshops enhances learner support and programme efficiency	Faculty publications, patents & certifications

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 OL	Upload relevant document
1.	Academic Planning	Academic planning procedures are followed to ensure that the Online Learning programmes are aligned with the Vision and Mission of the Institution and remain relevant to learners and contemporary academic requirements. Adequate qualified faculty, academic support staff, technical support, infrastructure and technology-enabled facilities are provided for effective delivery of Online programmes. The curriculum and academic delivery processes are reviewed periodically to maintain quality and relevance.	Academic Calendar OL Programmes
2.	Validation	A mechanism is in place for validation of Online Learning programmes and learner support services. Academic processes, e-Learning Materials, programme delivery, assessment practices and learner support mechanisms are reviewed by the concerned academic authorities and CIQA to ensure their academic viability, effectiveness and compliance with the prescribed quality requirements.	MBA live class schedule
3.	Monitoring, Evaluation and Enhancement Plans	a. Remote Proctoring is adhered to examinations.	a) Remote Proctoring

	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	b. Since the CDOE started its operation for the November 2021 session, the third party audit will be conducted once every five years. CIQA Annual meeting is being conducted annually. c. Results available through web-based applications and be used for report making by the HEI. d. Yes. HEI generates the required reports from web-based applications. e. Every six months the HEI collects the feedback from stakeholders.	b)Annual Report c) Web Link e) Stakeholder Policy&Feedback

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-CDOE and **Qualifications:** M.A., M.Phil., Ph.D., DDE.,MADE.(Salary details, Appointment Letter and Joining Report is attached for reference)
- **Name:** Dr S. Prasanna, Regular Employee, **Designation:** Director-Online and **Qualifications:** MCA., Ph.D. (Salary details, appointment letter and joining report are attached for reference)

3.2. Name and details of Deputy Director of Centre for Distance and Online Education (Dual Mode University) - Full time or contractual basis, at least Associate Professor or Name and details of Deputy Director of Centre of Online Education - Full-time or contractual basis, not below the rank of an Associate Professor.

- **Name:** Dr Kamalakannan, Regular Employee, **Designation:** Deputy Director-Online, and **Qualifications:** MCA., Ph.D.(Salary details, appointment letter and joining report are attached for reference)

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

- **Name:** Dr.R.V.Suganya, Regular Employee, **Designation:** Assistant Director-Online and **Qualifications:** M.Com., Ph.D.(Salary details, Appointment Letter and Joining Report is attached for reference)

3.4. 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. Programme Name

a.Programme Coordinator

S.No	Name with Designation	Qualification	Experience	Type(Regular/Contract) with gross salary/month	Date of Joining
1	Dr.P.Murugan	M.Com., Ph.D.	27 Years	Regular	12.06.2023
2	Dr.S.Sudha	MBA., Ph.D.	20 Years	Regular	01.12.2022
3	Dr.S.Kamalakannan	MCA., Ph.D.	20 Years	Regular	04.04.2022
4	Dr.S.Mangayarkarasi	MSc., Ph.D	20 Years	Regular	21.05.2025

b.Course Coordinator(1-13 BBA and 14-26 MBA)

S.No	Name with Designation	Qualification	Experience	Type(Regular/Contract) with gross salary/month	Date of Joining
1	Dr.T.Sujatha	MBA., PhD	15 Years	Regular	05.07.2023
2	Dr.S.Priya	MBA., PhD	11 Years	Regular	05.07.2023
3	Dr.N.Prathiba Lakshmi	MBA., PhD	5 Years	Regular	05.07.2023
4	Dr. Iruthya raj	MA., PhD	15 Years	Regular	05.07.2024
6	Dr. Nagalkshmi	MA., PhD	16 Years	Regular	05.07.2024
7	Dr.Poornima	MA., PhD	12 Years	Regular	05.07.2024
8	Dr.G.Jayaram	MSc.PhD	15 Years	Regular	05.07.2024
9	Mr.S.Sampathkumar	MSc	10 Years	Regular	05.07.2024
10	Dr.A.A.Jayashree Prabhakar	MA., PhD	13 Years	Regular	05.07.2024
11	Dr.Suvarana Raagavendaran	MA.,PhD	15 Years	Regular	05.07.2024
12	Dr.Malarkodi Velraj	MSc., PhD	15 Years	Regular	05.07.2024
13	Dr.V.Jayanthi	MBA., PhD	15 Years	Regular	05.07.2024
14	Dr.Kalaiarasan	MBA., PhD	15 Years	Regular	05.07.2024
15	Dr.K.Sankarsingh	MBA., PhD	17 Years	Regular	05.07.2024
16	Dr.A.Vinayagam	MBA., PhD	15 Years	Regular	05.07.2024
17	Dr.R.Senthikumar	MBA., PhD	17 Years	Regular	05.07.2024
18	Dr.D.Anithakumari	MBA., PhD	15 Years	Regular	05.07.2024
19	Dr.G.Madhumita	MBA., PhD	19 Years	Regular	05.07.2024
20	Mrs.R.Rajalakshmi	MBA., PhD	15 Years	Regular	05.07.2024
21	Mrs.R.Priyadhrshani	MBA., PhD	15 Years	Regular	05.07.2024
22	Dr.Kabidoss Devi	MBA., PhD	16 Years	Regular	05.07.2024
23	Dr.Sudha.S	MBA., PhD	15 Years	Regular	01.12.2022

24	Dr.R.Muralikrishnan	MBA., PhD	11 Years	Regular	05.07.2024
25	Dr.P.G.Thirumagal	MBA., PhD	15 Years	Regular	05.07.2024
26	Dr.M.Koteeswaran	MBA., PhD	15 Years	Regular	05.07.2024

c.Course Mentor

S.No	Name with Designation	Qualification	Experience	Type(Regular/Contract) with gross salary/month	Date of Joining
1	Dr.Prabhkaran	MBA., PhD	15 Years	Regular	05.07.2024
2	Dr.Senthil	MBA., PhD	15 Years	Regular	05.07.2024
3	Dr.Muruganathan	MBA., PhD	15 Years	Regular	05.07.2024
4	Dr.S.Sudha	MBA., PhD	15 Years	Regular	01.12.2022

3.5. Details of Administrative staff

a. Number of Administrative staff available exclusively for OL programmes

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)

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

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

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

ii. For Delivery of Online Programmes

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

ii. For Admission and Examination for Online

Post	Required	Available
Technical Manager(Admission , Examination and Result)	1	
Technical Associate(Admission , Examination and Result)	2	

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

Part – IV: Examinations

4.1. Information on formative and summative assessments/examinations conducted with the actions taken to ensure the 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, Examinations are handled by the Institution	
2.	For ensuring transparency and credibility, the full time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognized Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	Yes	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes	Examinations are conducted through **technology-mediated remote proctoring**, so a physical

			examination centre and its location/connectivity requirements are not applicable.
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	Yes	Examinations are conducted through **technology-mediated remote proctoring**; therefore, the requirement relating to the number of physical examination centres in a city or State is not applicable.
6.	Building and grounds of the examination centre must be clean and in good condition	Yes	Examinations are conducted through **technology-mediated remote proctoring**; therefore, requirements relating to the physical condition of examination centre buildings and grounds are not applicable.
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	Examinations are conducted through **technology-mediated remote proctoring**; therefore, requirements relating to a physical

			examination hall, seating capacity, and basic amenities are not applicable.
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	Examinations are conducted through **technology-mediated remote proctoring**; therefore, requirements relating to fire extinguishers, emergency exits, and other physical safety arrangements at an examination centre are not applicable.
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	Examinations are conducted through **technology-mediated remote proctoring**; therefore, requirements relating to physical seating capacity, lighting, ventilation, and drinking water facilities at an examination centre are not applicable.
10.	Safety and security of the examination centre must be ensured	Yes	Examinations are conducted through **technology-mediated remote proctoring**;

			therefore, requirements relating to the physical safety and security of an examination centre are not applicable.
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	Examinations are conducted through **technology-mediated remote proctoring**; therefore, requirements relating to physical restroom facilities at an examination centre are not applicable.
12.	Provision of drinking water must be made for learners	Yes	Examinations are conducted through **technology-mediated remote proctoring**; therefore, provision of drinking water at a physical examination centre is not applicable.
13.	Adequate parking must be available near the examination centre	Yes	Examinations are conducted through **technology-mediated remote proctoring**; therefore, parking facilities near a physical examination

			centre are not applicable.
14.	Facilities for Persons with Disabilities should be available	Yes	Examinations are conducted through **technology-mediated remote proctoring**; therefore, requirements relating to physical facilities for Persons with Disabilities at an examination centre are not applicable.

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

S.No.	**Provisions in Regulations**	**Whether complied Yes/No** If yes, please Provide details and Upload relevant documents	**If No, Reason thereof**
1	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	**NA**	**Online examinations are conducted through technology-mediated remote proctoring; therefore, requirements relating to physical Test Centres are not applicable.**
2	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	**Yes**	**Proctor Appointment / Duty Order** **Proctor List** **Remote Proctoring**

			SOP / Guidelines **Sample Proctoring Report or Examination Monitoring Record**
3	Security arrangements in the testing center (as mentioned in provision II (B)(13)(iii) of Annexure II)	**NA**	**Online examinations are conducted through technology-mediated remote proctoring; therefore, security arrangements relating to a physical testing centre are not applicable.**
4	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	**Yes**	**Remote Proctoring SOP / Guidelines** **Sample Remote Proctoring Report** **Proctor List / Duty Order** **Learner Authentication / Examination Monitoring Record**

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes The Institution conducts Online examinations through technology-mediated remote proctoring in accordance with the guidelines prescribed by the Commission to ensure transparency, credibility, security, learner authentication, and integrity of the examination process. Online Proctored Exam Guidelines & Manual	
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of learners enrolled through Online mode and their certification.	Yes 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 Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.	Yes The evaluation system includes both **Continuous/Formative Assessment** and **Summative Assessment through End Semester Examination**. Before permitting learners to appear for the End Semester Examination, the Institution ensures that **at least 75% of the prescribed programme of study for the semester has been completed** and that each learner has achieved the **minimum 75% participation in the activities of the Online programme**, as required under the Regulations. PPR & Regulations	

4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes The **curriculum, assessment criteria, credit framework, learning outcomes and academic standards** followed for Online UG and PG programmes are maintained on par with the corresponding programmes offered in the conventional mode. The same approved academic framework, credit requirements and evaluation standards are followed, with Online delivery adapted through LMS, e-Learning Materials and technology-enabled teaching-learning processes. Approved Curriculum	)
5.	The weightage for different components of assessments for Online mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Internal assessment components 30% Semester-end examination 70% Sample question papers	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes, the assessment tools used for formative and summative assessment are disseminated through academic channels and LMS. LMS Screenshots	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes The **marks/grades obtained in Continuous Internal Assessment and End Semester Examination are recorded and displayed separately in the grade card/statement of marks**, enabling clear identification	

		of learner performance in each assessment component.	
8.	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Yes The Institution follows a structured and rigorous process for the **preparation of question papers, question banks and assignments, their scrutiny/moderation, conduct of examinations, evaluation of answer scripts by qualified faculty, and declaration of results**. Question papers are designed to ensure appropriate coverage of the prescribed syllabus and learning outcomes. The moderation process verifies syllabus coverage, clarity, difficulty level, marks distribution and academic standards before the question papers are approved for use. https://vistascdoe.in/wp-content/uploads/2026/08/4.3.5_4.3.8_Sample_quetsion_paper.pdf	
9.	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Yes The Office of Controller of Examinations will conduct the Exam. For Online programmes, examinations are conducted through the **approved technology-mediated remote-proctored mode** in accordance with the applicable regulatory provisions. Exam Time Table	

10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes Remote proctoring is adhered	
	(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 and Passports for International learners	Yes Remote proctoring is adhered	
	(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 Remote proctoring is adhered	
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 Exams are conducted online with remote proctoring.	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes Exams are conducted online with remote proctoring.	
13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examinations may be laid down by the Commission	Yes OL Proctoring Report	
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored examinations for such learners	NA No international learners were enrolled in the Online programmes during the academic year 2025–2026; therefore, the requirement	

		for conducting proctored examinations for international learners is not applicable.	
15.	(a).Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	NA As **2025–2026 is the first academic year of Online Learning operations**, no learner has yet completed the prescribed duration of the UG/PG Online programmes and therefore **no degree/award has been issued during the reporting period**. When degrees are awarded after successful completion of the programmes, each award will carry the **unique identification number, learner photograph, Aadhaar/other Government-recognised identifier or Passport details, programme name, and other prescribed particulars** as per the applicable regulations.	NA
	(b) Each award shall also be uploaded on the National Academic Depository	NA	NA
16.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination Centres	No degree/certificate/semester mark sheet has yet been issued to Online learners during the reporting period. The prescribed particulars will be incorporated in all applicable awards and academic records when issued.	NA

4.4 Result and Student Progression

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-2025	BBA	24	**11**	**11**	**46**	**100**
	MBA	34	**23**	**23**	**68**	**100**

Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM)

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

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

Preparation of Programme Project Report (PPR)

A Programme Project Report (PPR) is prepared for every academic programme offered through Online Learning mode in accordance with the UGC (ODL Programmes and Online Programmes) Regulations, 2020.

The PPR includes:

- Programme objectives and expected outcomes
- Curriculum structure and programme content
- Design and development of course content and learning resources
- Admission eligibility and programme requirements
- Assessment and evaluation norms
- Learner support and programme delivery mechanism
- Cost estimates for development and delivery of the programme
- Quality assurance and monitoring mechanisms

The cost estimate for each programme is worked out using the prescribed institutional costing method, including **Back Flush costing and break-even analysis**, wherever applicable.

Approval of Programme Project Report (PPR)

The PPR prepared for each programme is placed before the **Board of Studies (BoS)** of the concerned Department for academic review and approval.

After obtaining the approval of the Board of Studies, the PPR is placed before the **Academic Council** and subsequently before the **Executive Committee** for approval.

Only after obtaining the required approvals from the prescribed Statutory Authorities is the PPR considered approved for implementation of the Online programme.

This process ensures that the academic, administrative, financial, assessment and quality-assurance requirements of each Online programme are properly reviewed and approved before implementation.

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 e-learning material, Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for OL programmes.

Learning Material (Print and Non-Print Form)

e-Learning Materials (e-LMs) are used as the principal learning resources for Online programmes. The e-LMs are designed to be **self-explanatory, self-contained, self-directed, self-motivating and oriented towards self-learning**, in accordance with the UGC (ODL Programmes and Online Programmes) Regulations, 2020.

The e-Learning Materials are prepared in alignment with the approved curriculum and are made available to learners through the **Learning Management System (LMS)**. Video learning materials and other digital resources are also prepared and uploaded on the LMS to supplement the e-LMs and support effective understanding of course content.

The Online learning environment enables learners to access e-Learning Materials, recorded/video resources and other academic content conveniently through technology-enabled platforms.

Curriculum and Pedagogy

The curriculum and pedagogy for Online programmes are designed keeping in view the **skills, attention span, learning needs and study habits of learners**, so that the content load remains appropriate, structured and manageable.

The course content is organised into suitable **blocks and units**, and each unit is designed as a pedagogical unit that can normally be completed by a learner within a reasonable period of approximately **5–6 hours**.

The e-Learning Materials are developed in accordance with the prescribed UGC-DEB requirements and the institutional e-LM Policy. The content structure, presentation and learning resources are periodically reviewed to maintain academic quality, learner-friendliness and suitability for Online Learning.

This approach ensures that learning materials, digital resources, curriculum and pedagogy are appropriately integrated to support effective, flexible and self-directed Online learning.

Sample e-LM : https://vistascdoe.in/wp-content/uploads/2024/08/4.-VISTAS-e-LM-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 e-Learning Material– As per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed to ensure that e-LMs 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 e-Learning Materials (e-LM)

The e-Learning Materials (e-LMs) for Online programmes are prepared in accordance with the **credit structure of the respective programmes**, **Annexure VII of the UGC (ODL Programmes and Online Programmes) Regulations, 2020**, and the norms prescribed in the institutional **e-Learning Material Policy**.

The e-LMs are developed in alignment with the approved curriculum and syllabus. Each Unit begins with clearly defined **Learning Objectives and Learning Outcomes** to guide learners towards the expected academic outcomes.

The courses are systematically organised into the required number of **Blocks**, which are further divided into **Units, Sections and Sub-sections**. **Self-Check Questions and Learning Activities** are incorporated, wherever appropriate, to facilitate understanding, learner engagement and self-directed learning.

The e-LMs are designed to be **self-explanatory, self-contained, self-directed, learner-friendly and suitable for Online Learning**. The materials are reviewed by the concerned subject experts and Programme Coordinators, and necessary suggestions and corrections are incorporated before finalisation.

The approved e-Learning Materials are made available to learners through the **Learning Management System (LMS)** for convenient and continuous access.

Approval by the Statutory Authorities

The e-Learning Materials prepared in accordance with the institutional e-LM Policy are placed before the **Board of Studies of the concerned Department** for academic review and approval. Subsequently, the e-LMs are placed before the **Academic Council and Executive Council** for the required statutory approval.

This process ensures that the e-Learning Materials comply with the prescribed **academic, regulatory and institutional quality requirements** before being used for Online programme delivery.

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 Learning Platform

6.1. Details of Learning Platform

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

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

N/A

In case of Non-SWAYAM Learning Platform, evidence to ensure that it is not used in any franchise arrangement with a private service provider and HEI has the ownership of offering Online programmes including all the required components of Online education and compliance to all the provisions of the regulations

https://lms.vistasonlineedu.in/login

6.2. Compliance status in respect of the Programme delivery

HEI shall mention mechanism followed to ensure the learner's participation at least for two hours every fortnight as per provision 13 (C) (5) of the Regulations, 2020. Further, details of the norms followed by HEI for delivery of courses in Online mode in Teaching- Learning scheme (as per table 3, Annexure – VII)

- Learner participation in Online programmes is ensured through **synchronous and asynchronous learning activities** delivered through the Learning Management System (LMS).
- Learners participate in **Live Online Classes / Counselling Sessions, discussion and interaction activities, assignments, quizzes and other course-related academic activities**.
- The Institution ensures **at least two hours of learner participation every fortnight** through Online/virtual academic engagement, as prescribed under the UGC Regulations.
- Learner engagement is monitored through **LMS analytics**, including login/activity records, participation in live or recorded learning activities, assignment submissions, quizzes and other programme-related activities. UGC specifically provides that active engagement may be monitored through synchronous/asynchronous discussions, assignment activity, programme involvement and LMS analytics.
- Programme Coordinators and concerned faculty periodically monitor learner participation and provide academic guidance or follow-up wherever required.
- Courses are delivered through the approved Online teaching-learning scheme using **e-Learning Materials, audio-video/recorded lectures, Live Online Sessions, assignments, assessments and learner interaction activities**.
- e-Learning Materials are structured in accordance with the approved curriculum and prescribed credit framework and are made available through the LMS for anytime and anywhere access.
- The Online learning design incorporates **learning content, video resources, assessment activities and learner interaction**, supporting the prescribed multi-component approach for Online programme delivery. UGC regulations require Online e-learning materials to follow the prescribed Online learning framework and learner-engagement requirements.

Outcome: The mechanism enables regular learner engagement, continuous monitoring of participation, timely academic interaction and effective delivery of Online programmes through the LMS.

Documents to upload:

1. **LMS Learner Participation / Activity Report**
2. **Live Online Class / Counselling Schedule and Attendance Record**
3. **Programme Delivery & Learner Participation Compliance Report**

4. **Sample LMS screenshots showing assignments, quizzes, learning resources and learner activity**

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

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)

a. 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 authorized 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 www.vistascdoe.in	
	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 Online mode	Yes UGC Notification Order And MOA	
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 https://vistascdoe.in/wp-content/uploads/2026/08/1.OL-Prospectus-CY-2026.pdf OL Website page	
5	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their	Yes Regulations Syllabus	

	working hours and mentoring (for Online mode) Schedule	Teaching Faculty & Supporting & Technical Staff(Website Page)	
6	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes Academic Planner	
7	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	Yes	
8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes Feedback Mechanism (Consolidated Feedback)	
9	Information regarding all the programmes recognised by the Commission	Yes	
10	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes Admission List	
11	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	Yes MBA / BBA SLM Preparation List	
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	NA FAQ's OL	
13	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	NA	
14	Details of proctored examination in case of end semester examination or term end examination of Online programmes	Yes OL End Semester OL Proctoring View Screenshot	
15	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes Academic calendar	

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	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes
2	A Higher Educational Institution shall, for admission in respect of any programme in online mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
3	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
4	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners	Yes
5	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners	Yes
6	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

7	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission tosuch 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 online mode, and the other terms and conditions of such payment	Yes
8.(b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
8.(c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	Yes
8.(d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8.(e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8.(f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for 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 Online mode offered by a Higher Education Institution	Yes
12	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes
13	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher 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

8.2 Whether Higher Educational Institution provided the details of all International learners enrolled immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry of Education and University Grants

Commission: No international learners were enrolled in the Online Learning programmes during the academic year 2025–2026. Therefore, submission of international learner details to the Ministry of External Affairs, Ministry of Education and University Grants Commission was not applicable for the reporting period.

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.

sA structured **Grievance Redressal Mechanism** is in place for learners enrolled in Online Learning programmes.

- Learners can raise their academic, administrative, technical, examination-related and other concerns through **E-mail, telephone, SMS and WhatsApp**, as applicable.
- A dedicated mechanism/cell has been established to receive, examine and resolve grievances of Online learners.
- Learners visiting the Centre in person are also provided assistance by the concerned staff for resolution of their queries and grievances.

- Learners are made aware of the grievance mechanism through **Induction Programmes, LMS/online communication, academic interactions and official communication channels**.
- Measures such as Online admission support, issue of Identity Cards, availability of e-Learning Materials through LMS, Live Online Classes, assignment submission facilities and prior communication regarding End Semester Examinations also help reduce learner grievances.
- During the academic year **2025–2026, 8 grievances were received and all 8 grievances were resolved** through the established mechanism.
- Grievances are forwarded to the concerned academic, administrative, examination or technical unit, depending upon the nature of the issue, and appropriate action is taken for timely resolution.
- The grievance records are reviewed to identify recurring concerns and improve learner-support services.

Outcome:
The grievance redressal mechanism has enabled timely communication and resolution of learner concerns. During 2025–2026, **100% of the grievances received were resolved**, contributing to improved learner support and satisfaction.

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 : R.V.Suganya
Designations: Assistant Director,
Online
Mobile No: 9841584879
E-mail: suganya.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

- A structured **Academic Calendar** is communicated to Online learners well in advance, enabling them to plan and participate effectively in **Live Classes, Continuous Internal Assessment and End Semester Examinations**.
- **Induction Programmes** are conducted to create awareness among learners regarding their programme of study, academic regulations, LMS usage, assessment procedures and the processes involved in the Online Learning system. This helps clarify learner queries at the initial stage and reduces avoidable grievances.
- **e-Learning Materials (e-LMs)** are made available through the LMS to support better understanding of subject content and promote flexible, self-directed learning.
- Technology-enabled academic communication is used to disseminate important information related to classes, assessments, examinations and other academic activities in a timely manner.

Outcome: These initiatives have improved learner awareness, access to academic resources, timely participation in learning and assessment activities, and overall convenience in Online programme delivery..

10.2. Best Practices of the HEI

Newly approved HEI for OL

10.3. Details of Job Fairs conducted by the HEI

Newly approved HEI for OL

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

Newly approved HEI for OL

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

Based on the feedback VISTAS has initiated action to introduce Tamil and Hindi Course

10.6. Number of students placed through Campus Placements

NIL

10.7. Details of Alumni Cell and its activity

Newly approved HEI for OL

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 OL Academic operations were commenced in 2025-26. 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-01/OL/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 OL 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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