



APPLICATION FOR RECOGNITION OF HEI / PROGRAMMES UNDER OPEN AND DISTANCE LEARNING MODE UGC (ODL) REGULATIONS, 2018

Academic session beginning July, 2018

Part A

Higher Educational Institutions Details

Registration ID :	DEB/TAM/426/2017/150
Name of the Higher Educational institution :	ANNA UNIVERSITY
Address :	SARDAR PATEL ROAD GUINDY CHENNAI
Tel :	04422357220
Email :	CDEDIRECTOR@ANNAUNIV.EDU
State :	TAMIL NADU
Fax :	04422351956
Official Website of HEI :	WWW.ANNAUNIV.EDU
Name of the Vice Chancellor :	DR.M.K.SURAPPA
Name of the Pro Vice Chancellor/Rector(if any):	MR. K P ANBALAGAN
Name of the Registrar	DR S GANESAN
Name of the Department/School/Centre of Distance Education :	CENTRE FOR DISTANCE EDUCATION
Address of the Department/School/Centre of Distance Education:	ANNA UNIVERSITY SARDAR PATEL ROAD GUINDY CHENNAI 600025
Tel of the Department/School/Centre of Distance Education:	04422357201
Email of the Department/School/Centre of Distance Education:	CDEDIRECTOR@ANNAUNIV.EDU
Fax of the Department/School/Centre of Distance Education:	0
Official website for distance education, if any :	WWW.ANNAUNIV.EDU/CDE

Name of Director/Head of Department/Head of School/Centre of Distance Education :	DR S N GEETHA
Designation :	PROFESSOR
Mobile No. :	9840961414
Type of HEI :	STATE
Year of establishment of HEI :	Year : 1978 Month: 9
Recognition status of the HEI as per UGC Act, 1956:	SECTION 2(F)
Is HEI also recognized under 12 (B):	YES
Whether accredited by NAAC? :	YES
Year of assessment of NAAC :	2014
NAAC CGPA Score :	3.460
NAAC Accreditation valid upto :	2019
Whether valid for the academic year 2018-19 :	YES
Whether HEI is ready or has already applied for NAAC assessment:	YES
State if NAAC is not applicable at present (For SOUs & existing HEIs recognized for ODL mode by UGC for 2017-18 only):	NO
Territorial Jurisdiction of HEI as per its Act for offering proposed ODL programmes :	WITHIN THE STATE
Territorial Jurisdiction of HEI for offering proposed ODL programmes as per Annexure IV of UGC (ODL) Regulations, 2017 :	WITHIN THE STATE
Whether Center for Internal Quality Assurance (CIQA) is established or not :	YES

TABLE 1.1

Academic Year Planner [Programmes under yearly system]:			
Sr.No.	Name of the Activity	Tentative months schedule (specify months) during Year	
		From(Month)	To(Month)
1.	Admission	NAP	NAP
2.	Distribution of SLM	NAP	NAP
3.	Contact Programmes(counselling, Practicals,etc.)	NAP	NAP
4.	Assignment Submission (if any)	NAP	NAP
5.	Evaluation of Assignment	NAP	NAP
6.	Examination	NAP	NAP

7.	Declaration of Result	NAP	NAP
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TABLE 1.2

Academic Year Planner [Programmes under Semester System]:

Sr.No.	Name of the Activity	July		January	
		From	To	From	To
1.	Admission	APR	SEP	OCT	MAR
2.	Distribution of SLM	SEP	OCT	MAR	APR
3.	Contact Programmes(counselling, Practicals,etc.)	OCT	JAN	APR	JUL
4.	Assignment Submission (if any)	NOV	DEC	MAY	JUNE
5.	Evaluation of Assignment	DEC	JAN	JUN	JUL
6.	Examination	FEB	MAR	AUG	SEP
7.	Declaration of Result	APR	MAY	OCT	NOV

TABLE 1.3

TOTAL BUILT UP AREA EXCLUSIVELY FOR OPEN AND DISTANCE LEARNING (MINIMUM 15000 SQ):

Built-up Area Type	Minimum Built up area required as per Regulations	Built-Up Area available(Carpet Area Sq. ft)	Difference
Academic	7500	8240	-740
Administrative	1500	4448	-2948
Academic support such as Library, Reading Room, Computer Centre, Information and Communication technology labs, Video and Audio Labs etc.	4500	6898	-2398
Amenities or other support facilities(Excluding toilets)	1500	4613	-3113
Total built-up area for ODL activities	15000	24199	-9199

TABLE 1.4

DETAILS OF STUDENTS ENROLLED AND PASSED UNDER ODL MODE :

Academic year	Particular	UG Degree	PG Degree
2017-18	No. of students enrolled	0	1610
	No. of students passed	0	961
2016-17	No. of students enrolled	0	1560

	No. of students passed	0	1091
2015-16	No. of students enrolled	0	1834
	No. of students passed	0	1100

TABLE 1.5(Proposed Programme details for Distance Education)

SrNo.	Name of Programme proposed to be offered from July, 2018 onward	Whether as per UGC Degree specification 2014(Y/N)	Minimum Duration of programmes (years)	Type of Programme: Professional or General	Whether SLM prepared for complete programme	Whether offered under Regular mode
1	MASTER OF BUSINESS ADMINISTRATION	YES	2	PROFESSIONAL	YES	YES
2	MASTER OF COMPUTER APPLICATIONS	YES	3	PROFESSIONAL	YES	YES
3	MASTER OF SCIENCE (COMPUTER SCIENCE)	YES	2	GENERAL	YES	YES

TABLE 1.6(Regional Centre details)

SrNo.	Name & Address of Regional Centre	HEI Association with RC (Owned, maintained etc.)	Name and Contact Details of Coordinator/Counsellor	Qualification of Coordinator/Counsellor at RC	No. of Counsellor at RC	No. of LSC covered under RC
1	ANNA UNIVERSITY REGIONAL CAMPUS NAVAVOOR, COIMBATORE- 641046	OWNED	DR.M.V.SUBHA ASSOCIATE PROFESSOR DEPT OF MBA 9994299995	PH.D	0	1
2	UNIVERSITY COLLEGE OF ENGINEERING KONAM, NAGERCOIL - 629004	OWNED	DR.TVS.PILLAI DEAN UCE, NAGERCOIL 9489928901	PH.D	1	0
3	UNIVERSITY COLLEGE OF ENGINEERING BIT CAMPUS, TRICHY - 620024	OWNED	DR.S.SUJATHA ASSOCIATE PROFESSOR DEPT OF MCA 9894852573	PH.D	1	0
4	UNIVERSITY COLLEGE OF ENGINEERING KAKUPPAM, VILLUPURAM- 605103	OWNED	DR.R.SENTHIL DEAN UCE, VILLUPURAM 9443268363	PH.D	2	0

TABLE 1.7(Learner Support Centre (LSC) details)

SrNo.	Name & Address of College/institute (where LSC is established):	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/counsellor	Qualification of Coordinator/Counsellor
1	ALAGAPPA COLLEGE OF TECHNOLOGY ANNA UNIVERSITY, CHENNAI - 600025	OWNED	NA	DR.S.RENGANATHAN PROFESSOR DEPT OF BIOTECHNOLOGY 9941613532	PH.D
2	MADRAS INSTITUTE OF TECHNOLOGY CHROMPET- 600044	OWNED	NA	DR.V.NATARAJAN PROFESSOR 044- 22516322	PH.D

3	CENTRE FOR DISTANCE EDUCATION HIGHWAY CAMPUS ANNA UNIVERSITY, CHENNAI - 600025	OWNED	NA	1.DR.S.RAVICHANDRAN PROFESSOR 98444000654 2.DR.R.MAGESH ASSOCIATE PROFESSOR 8056193652 3.P.NIRMAL KUMAR ASSOCIATE PROFESSOR 9444141048 4.DR.S.NIRMALA DEVI ASSOCIATE PROFESSOR 9444446918	1.PH.D 2.PH.D 3.PH.D 4.PH.D
4	MEENAKSHI COLLEGE OF ENGINEERING KODAMBAKKAM,CHENNAI-600024	MAINTAINED	NA	DR.T.LAWRENCE PROFESSOR 9445712251	PH.D
5	COLLEGE OF ENGINEERING ANNA UNIVERSITY CHENNAI - 600025	OWNED	NA	1. DR.HANSA LYSANDER MANOHAR ASSOCIATE PROFESSOR DEPT OF MANAGEMENT STUDIES 9940160099 2. DR.SHEIK MANSOOR ASSISTANT PROFESSOR DEPT OF MANAGEMENT STUDIES 9884714272	1. MBA.,PH.D 2. MBA.,PH.D
6	KLN COLLEGE OF ENGINEERING POTTAPALAYAM-630612	MAINTAINED	NA	DR.T.JOTHI MURUGAN DIRECTOR 9994780001	PH.D
7	KUMARAGURU COLLEGE OF TECHNOLOGY COIMBATORE	MAINTAINED	NA	DR.VIJILA KENNEDY PROFESSOR 04222669401	PH.D

TABLE 1.8(Staff Details)

ACADEMIC STAFF FOR ODL PROGRAMMES:

Type of Staff	Number of officials on full time and dedicated basis	No. of official exclusively for ODL	No. of temporary staff
Director	1	1	0
Associate Professor	4	4	0
Assistant Professor	4	4	0

Any other (Please specify)WEB DESIGNER CUM DEVELOPER / SOFTWARE DEVELOPER	0	0	3
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TABLE 1.9(Administrative staff)

ADMINISTRATIVE STAFF FOR ODL PROGRAMMES:			
Type of Staff	Number of officials	No. of official exclusively for ODL	No. of temporary staff
Deputy Registrar	1	1	0
Assistant Registrar	1	1	0
Section Officer	1	1	0
Assistants	1	1	0
Computer Operators	0	0	2
Class-IV/Multi Tasking Staff	2	2	0
Technical / Professional	0	0	8
Any other (Please specify) RECEPTIONIST/CLERICAL ASSISTANT	0	0	2

TABLE 1.10(Examination Centre)

A). PROPOSED EXAMINATION CENTRE FOR TERM END EXAMINATION FOR ODL PROGRAMME FOR UPCOMING ACADEMIC YEARS :		
Sr No.	Preparedness Status	YES/NO
(i)	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	YES
(ii)	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	YES
(iii)	Provision of CCTV Cameras	YES
(iv)	Provision of Bio-metric attendance	YES
(v)	Provision of Video recording	YES

Activities for Examination

B). ACTIVITIES FOR EXAMINATION :		
Sr No.	Activity	By the HEI/Outsider Agency/ Both
(i)	Paper setting	BY THE HEI

(ii)	Conduct of examination	BY THE HEI
(iii)	Evaluation of answer sheets	BY THE HEI
(iv)	Declaration of results	BY THE HEI
(v)	If any other , specify NA	NA

Other Information

TABLE 1.11(COMPUTERIZATION/DIGITIZATION STATUS OF THE FOLLOWING ACTIVITIES):

Sr No.	Activities	Yes or No
(i)	Student registration/Admission	YES
(ii)	Administration	YES
(iii)	Finance	YES
(iv)	Academic activities	YES
(v)	Student Support System	YES
(vi)	Continuous Evaluation	YES
(vii)	Online support	YES

TABLE 1.12(Details of full time dedicated Help Desk for ODL mode Student)

(i)	Help Desk Address	SARDAR PATEL ROAD GUINDY CHENNAI
(ii)	Name of Contact Person	MR. AEJAZ AHAMED
(iii)	Designation	PROFESSIONAL ASSISTANT
(i)	Phone no.	22357220
(i)	Email Id	DISTANCEPROG@ANNAUNIV.EDU
(i)	Contact hours for Help Desk	10 AM - 6 PM

TABLE 1.13(Status of a Court case(s) pertaining to (if any) filed by the HEI or any Institution or body related to the HEI offering Open and Distance Education wherein UGC has been made a party)

W.P.No	Court/Jurisdiction	Status as on date
NA	NA	NA

Part B

Sr No.	Name of Programme
1	MASTER OF BUSINESS ADMINISTRATION
2	MASTER OF COMPUTER APPLICATIONS
3	MASTER OF SCIENCE (COMPUTER SCIENCE)

NAME OF THE PROGRAMME : MASTER OF BUSINESS ADMINISTRATION

Details of the Programme Proposed to Be Offered Through Open & Distance

Learning Mode

Name of the Programme :	MASTER OF BUSINESS ADMINISTRATION
Whether nomenclature of proposed Programme is as per UGC norms :	YES
Whether duration of the proposed Programme is as per UGC norms :	YES
Whether minimum eligibility criteria for admission in the proposed Programme is as per UGC norms. :	YES
Name of the Department :	CENTRE FOR DISTANCE EDUCATION
Whether complete SLM prepared for full Programme :	YES
Whether SLM approved by Statutory bodies of HEI :	YES
Whether Program Project Report (PPR) prepared for the Programme and approved as per clause 11(2)&(3) of Part III of Regulations :	YES
Upload Document :	View Document
Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed Programme through distance mode. If yes, specify authority and give details :	NO
Upload Document :	View Document
No. of permanent faculty available at Headquarters for Regular classes of proposed Programme :	4
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Professor) :	1
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Associate Professor) :	1
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Assistant Professor) :	2

Whether the proposed Programme is offered under Regular mode also. If yes, since when :	YES
since when :	1981
Whether Choice Based Credit System (CBCS) is being followed for regular mode . :	YES
Whether Choice Based Credit System (CBCS) will be followed for distance mode . :	NO
Full Programme(total) fee including all components as per UGC Norms:	I SEMESTER : 18650 II SEMESTER : 12500 III SEMESTER : 12500 IV SEMESTER : 12500 TOTAL FEE FOR COMPLETE PROGRAMME : 56150
Whether personal contact Programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours.:	YES
If Yes, specify in hours :	84 HOURS PER SEMESTER
Whether any component of the Programme is offered as MOOCs?:	NO
If yes specify semester, name, weightage :	

Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	120	109	93
		ODL mode	2400	1427	837
2016-17	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	120	104	94
		ODL mode	2400	1343	935
2015-16	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	120	104	56
		ODL mode	2400	1587	865

Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	YES	20
Practicals	NO	0
Project	YES	20
Term End Exam	YES	80

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	YES

NAME OF THE PROGRAMME : MASTER OF COMPUTER APPLICATIONS

Details of the Programme Proposed to Be Offered Through Open & Distance

Learning Mode

Name of the Programme :	MASTER OF COMPUTER APPLICATIONS
Whether nomenclature of proposed Programme is as per UGC norms :	YES
Whether duration of the proposed Programme is as per UGC norms :	YES
Whether minimum eligibility criteria for admission in the proposed Programme is as per UGC norms. :	YES
Name of the Department :	CENTRE FOR DISTANCE EDUCATION
Whether complete SLM prepared for full Programme :	YES
Whether SLM approved by Statutory bodies of HEI :	YES
Whether Program Project Report (PPR) prepared for the Programme and approved as per clause 11(2)&(3) of Part III of Regulations :	YES
Upload Document :	View Document
Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed Programme through distance mode. If yes, specify authority and give details :	NO
Upload Document :	View Document
No. of permanent faculty available at Headquarters for Regular classes of proposed Programme :	2
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Professor) :	0
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Associate Professor) :	1
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Assistant Professor) :	1

Whether the proposed Programme is offered under Regular mode also. If yes, since when :	YES
since when :	1983
Whether Choice Based Credit System (CBCS) is being followed for regular mode . :	YES
Whether Choice Based Credit System (CBCS) will be followed for distance mode . :	NO
Full Programme(total) fee including all components as per UGC Norms:	I SEMESTER : 18650 II SEMESTER : 12500 III SEMESTER : 12500 IV SEMESTER : 12500 V SEMESTER : 12500 VI SEMESTER : 12500 TOTAL FEE FOR COMPLETE PROGRAMME : 81150
Whether personal contact Programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours.:	YES
If Yes, specify in hours :	84 HOURS PER SEMESTER
Whether any component of the Programme is offered as MOOCs?:	NO
If yes specify semester, name, weightage :	

Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	60	63	54
		ODL mode	300	103	65
2016-17	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	60	64	54
		ODL mode	300	127	96
2015-16	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	60	86	52
		ODL mode	300	134	186

Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	YES	20
Practicals	YES	20
Project	YES	20
Term End Exam	YES	80

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	YES

NAME OF THE PROGRAMME : MASTER OF SCIENCE (COMPUTER SCIENCE)

Details of the Programme Proposed to Be Offered Through Open & Distance

Learning Mode

Name of the Programme :	MASTER OF SCIENCE (COMPUTER SCIENCE)
Whether nomenclature of proposed Programme is as per UGC norms :	YES
Whether duration of the proposed Programme is as per UGC norms :	YES
Whether minimum eligibility criteria for admission in the proposed Programme is as per UGC norms. :	YES
Name of the Department :	CENTRE FOR DISTANCE EDUCATION
Whether complete SLM prepared for full Programme :	YES
Whether SLM approved by Statutory bodies of HEI :	YES
Whether Program Project Report (PPR) prepared for the Programme and approved as per clause 11(2)&(3) of Part III of Regulations :	YES
Upload Document :	View Document
Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed Programme through distance mode. If yes, specify authority and give details :	NO
Upload Document :	View Document
No. of permanent faculty available at Headquarters for Regular classes of proposed Programme :	2
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Professor) :	0
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Associate Professor) :	1
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Assistant Professor) :	1

Whether the proposed Programme is offered under Regular mode also. If yes, since when :	YES
since when :	2000
Whether Choice Based Credit System (CBCS) is being followed for regular mode . :	YES
Whether Choice Based Credit System (CBCS) will be followed for distance mode . :	NO
Full Programme(total) fee including all components as per UGC Norms:	I SEMESTER : 18650 II SEMESTER : 12500 III SEMESTER : 12500 IV SEMESTER : 12500 TOTAL FEE FOR COMPLETE PROGRAMME : 56150
Whether personal contact Programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours.:	YES
If Yes, specify in hours :	84 HOURS PER SEMESTER
Whether any component of the Programme is offered as MOOCs?:	NO
If yes specify semester, name, weightage :	

Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	30	29	25
		ODL mode	180	80	59
2016-17	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	30	30	21
		ODL mode	180	90	60
2015-16	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	30	30	23
		ODL mode	180	113	49

Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	YES	20
Practicals	YES	20
Project	YES	20
Term End Exam	YES	80

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	YES

Part C

Annexures

Copy of Resolution of the HEI for establishment of Distance Education Department :	View Document								
Copy of NAAC Accreditation Certificate :	View Document								
Copy of Academic Planner for 2018-19 :	View Document								
Copy of Affidavit on stamp paper of Rs. 100, notarized and duly signed by the Vice Chancellor/Registrar:	View Document								
Copy of approval of Statutory bodies for all PPR:	View Document								
Copy of Statutory bodies approval for SLM	View Document								
Copy of faculty (Teaching staff) details :	View Document								
Copy of administrative staff details :	View Document								
Copy of Programme Project Report (PPR) for each programme :	<table border="1"><thead><tr><th>Name of Programme</th><th>View PPR</th></tr></thead><tbody><tr><td>MASTER OF BUSINESS ADMINISTRATION</td><td>View</td></tr><tr><td>MASTER OF COMPUTER APPLICATIONS</td><td>View</td></tr><tr><td>MASTER OF SCIENCE (COMPUTER SCIENCE)</td><td>View</td></tr></tbody></table>	Name of Programme	View PPR	MASTER OF BUSINESS ADMINISTRATION	View	MASTER OF COMPUTER APPLICATIONS	View	MASTER OF SCIENCE (COMPUTER SCIENCE)	View
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MASTER OF COMPUTER APPLICATIONS	View								
MASTER OF SCIENCE (COMPUTER SCIENCE)	View								
WHETHER APPROVAL OBTAINED FROM CONCERNED REGULATORY AUTHORITY, SUCH AS AICTE, NCTE ETC. FOR OFFERING THE PROPOSED PROGRAMME THROUGH DISTANCE MODE:									

PRINT

PRINT ANNEXURES