

Annual Report

OF

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

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

<2024-2025>

HEI ID:**Name of HEI: ANNA UNIVERSITY****Type of HEI: STATE**

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HEI ID:**Name of HEI: ANNA UNIVERSITY****Type of HEI: STATE****Part – I: General Information****1.1 Date of notification of the Centre (attach a copy of the notification):**[Syndicate Notification](#)**1.2 Details of Director, CIQA**

- Name: Dr. T. Mala
- Qualification: M.E, Ph.D
- Appointment Letter and Joining Report: [Director Appointment Letter](#)

1.3 Details of CIQA Committee:**a. Composition as per Regulations**

S. No	Designation	Nominations	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Dr. R. VELRAJ	ENERGY STUDIES	13-05-2023
b.	Three Senior teachers of HEI	Member 1	Dr. KHANNA NEHEMIAH H PROFESSOR	Computer Science & Engineering	13-05-2023
		Member 2	Dr. S. SWAMINATHAN PROFESSOR	Information Science & Tech	13-05-2023
		Member 3	Dr. L. SUGANTHI PROFESSOR	Management Studies	13-05-2023
c.	Head of Thee Departments School Studies from which programme is being offered in ODL and Online mode	Member 4	PROFESSOR & HEAD	Management Studies	13-05-2023
		Member 5	PROFESSOR & HEAD	Computer Science & Engineering	13-05-2023
		Member 6	PROFESSOR & HEAD	Information Science & Tech	13-05-2023
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr S SUBRAMANIAN PROFESSOR & DIRECTOR	School of Management Studies, Tamil Nadu Open University, Chennai	13-05-2023
		Member 8	DR B DEVAMAINDHAN PROFESSOR	IDE, University of Madras, Chennai	13-05-2023
e.	Officials from departments of HEI <ul style="list-style-type: none"> • Administration • Finance 	Member 9 Administration	DEPUTY REGISTER	PERSONNEL	13-05-2023
		Member 10 Finance	DEPUTY REGISTRAR	FINANCE	13-05-2023
f.	Director, CIQA	SECRETARY	Dr. T. MALA, PROFESSOR & DIRECTOR	INFORMATION SCIENCE AND TECHNOLOGY	31-05-2023

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b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)

If No, reason thereof

YES

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	06-08-2024	2	Minutes	Approval of Minutes

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

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) (DD-MM-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/Trans-gender)			
									M	F	TG	Total
1.												
N.												

*Not for Private University

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

HEI ID:**Name of HEI: ANNA UNIVERSITY****Type of HEI: STATE****1.6 Number of programmes started at Diploma level as per Regulation 24 of UGC (ODL Programmes and Online Programmes) Regulations, 2020: NA**

From <Month, Year> academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-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/Trans-gender)			
									M	F	TG	Total
1.												
N.												

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: NA**

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/Trans-gender)			
								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: NA**

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

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	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/Trans-gender)			
							M	F	TG	Total

***Not for Private University**

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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:

From <September, 2024-2025>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	MBA	2	90	10+2+3/10+2+4	12,500	AY2024	9	262	249	0	511
						CY2025		113	70	0	183
2.	MCA	2	90	10+2+3/10+2+4 BCA, BSc COMPUTER SCIENCE/BSc IT/BE/B.Tech & OBTAIN ATLEAST 50% IN THE QUALIFYING DEGREE EXAMINATION	12,500	AY2024	2	56	64	0	120
						CY2025		13	10	0	23
3.	MSc(CS)	2	90	ANY DEGREE/10+2+3 (MATHS/STATICS)	12,500	AY2024	1	23	28	0	51
						CY2025		7	9	0	16

***Not for Private University**

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

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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	To ensure consistent practices in knowledge transfer, the CDOE has created Standard Operating Procedures and distributed them to all Learning Resource Centre (LRC). Students now have access to online content for every subject, the fee payment system has been automated, and the online project registration procedure has been streamlined and enhanced.	E Content Online Fee Payment
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Based on the feedback of the instructions and student's continuous improvement is done at the delivery end. New features for uploading tracking student's attendance, assignments, rating were enabled.	Feedback Form
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	SLM will be periodically revised to guarantee quality. Based on cultural, technological, and financial factors, CDOE has improved its curriculum. In addition to teaching specialized skills in functional areas of computer science and management, we have created programs specifically for the computer technology, healthcare, and hospitality sectors as they have been identified as developing domains.	Guidelines

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4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	A syllabus sub-committee creates the ODL Program syllabus, which is then authorized by the Board of Studies of the faculty where the Conventional Mode Program syllabus resides. Therefore, the Board makes sure that the two are compatible. The COE of Anna University conducts the examination, and the same procedures are followed for question paper setting, the conduct of exams & evaluation as they are for programs offered in a conventional manner. Additionally, since 50% attendance is a prerequisite for participation in the test, students are forced to attend class.	BOS
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Every semester after the end of the same, CDOE has made provisions to gather feedback replies from students, including teachers and LRCs.	Feedback Form
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	A Committee chooses academic counsellor's after carefully evaluating each candidate's communication abilities and domain-specific knowledge. CDOE has recognized the best practices used by several leading HEIs and has integrated them into our system to run ODL programs.	Faculty Profile
7.	Implementation of its recommendations through periodic reviews	To guarantee that quality is maintained, CDOE has put in place a review mechanism for all project-related activities. To monitor project progress, a Central Steering Committee was established. This committee meets at least four times every semester and serves as a monitoring tool.	CSC Minutes

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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.	Workshop conducted on Applications of Artificial Intelligence using Machine Learning (ML) and Deep Learning (DL) in CDE that aim to improve qualitative and quantitative learning are held. Workshop was conducted on Data Science using Python (Hands on) to MCA and M.Sc., students to improve skills. Centre's were invited Dr.Shantha Mohan, Software Engineering Leader, Retail Solutions Inc., an Eminent Person and also Alumni of Anna University, CEG campus to present Guest Lecturer. She has delivered the Lecturer on the topic "Optimizing Communication Through the Integration of Artificial Intelligence and Emotional intelligence" which was really inspired us. Nearly, more than 400 students were enthusiastically participated, interacted and properly responded during Quiz sessions. The program coordinators and Lecturers are also undertake project work training	Brouchers
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	Implementing a high-quality curriculum to attain growth results through a planned, systematically inclusive and consultative led by curriculum experts The Sustainable Development of the Curriculum is periodic.	Curriculum
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	An internal system for managing student information is used to gather data on enrollment, online tuition payments, and other aspects of students.	
11.	Measures taken to ensure that Programme	YES	

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	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		
12.	Mechanism to ensure the proper implementation of Programme Project Reports	YES	Project Review
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	An annual plans and report are a comprehensive report on an University activities throughout the preceding year. Annual reports are intended to give stakeholders and all information about the organisation's activities including financial performance. University requires organisations to prepare and disclose annual reports. Typically, annual plans and reports will include: *Vice Chancellor report *Auditor's report on organisation's governance *Mission statement *University/Centres/Department activities / performance Auditor's report on the financial statements, Statement of retained earnings *Achievements and awards	Annual Report
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Implementation of restructuring measures to overcome the constraints on reform's implementation, both external and internal. That is, Developing a reliable information system. Conducting a series of management training courses for its staff, Developing entrepreneurial capacity and cost consciousness, Developing a performance-	BOS

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		<p>based internal funding mechanism.</p> <p>Developing an incentive system to encourage and support inter-faculties, inter-departments, inter-unit collaboration in the form of joint degree programmes, joint research, resource and expertise sharing, and also providing more flexibility for students to move across unit and programme boundaries.</p>	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	<p>Learner-centered education empowers the students to take ownership of what they learn by focusing on how the new knowledge solves a problem or adds value.</p> <p>In our ODL program Learner were comfortable with interactions to the teacher-centered learning styles experienced through apprehensive and sceptical of alternative teaching styles.</p> <p>Creates responsibility to the teacher to continue to seek ways to empower and prepare students for careers in specialized fields. Various tools, techniques, and strategies assist in this learning process.</p> <p>Effective methodologies being adopted to involve visual, interactive, and contain less written content.</p> <p>Learners group discovered that they were fixated on the importance of the quiz/test/exam for the end result of the grade rather than the learning experience.</p> <p>The faculty members in this study agreed that there is value in using exams when the questions are structured well.</p> <p>Planned to insist a transition from "Teacher-Centered" to "Learner-Centered" Teaching styles and attempting to</p>	<u>Learner Centric Environment</u>

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		<p>explain the students about the importance of LCT.</p> <p>Implementing an open student-centered environment produces many classroom benefits. It can create an atmosphere of comfort, invite open expression, invite meaningful class discussions, allow for the development of peer learning, and nurture student-teacher and student-student connections.</p> <p>Learners welcome the opportunity to influence their learning and gain greater control over their experiences through interactive classroom discussion and negotiation.</p>	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	The university has obtained the award of NAAC status with A++ grade valid till 2030 in which CDE and AU has contributed to the overall performance of the NAAC.	NAAC
17.	Measures adopted to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit	<p>The following measures are allowed to continuously function and monitor for the periodic accreditation and audit:</p> <p>Development and application of quality benchmarks.</p> <p>Parameters for various academic and administrative activities of the institution/centres.</p> <p>Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.</p> <p>Collection and analysis of feedback from all stakeholders on quality-related institutional processes. Dissemination of information on various quality parameters to all stakeholders.</p> <p>Organization of inter and intra institutional workshops,</p>	CIQA Report

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		seminars on quality related themes and promotion of quality circles Documentation of the various programmes / activities leading to quality improvement Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices. Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality Periodically by the conduct of Academic and Administrative Audit and its follow-up.	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	<p>Quality deliverance of the Open and Distance Learning programmes and Online programmes and the outcomes attainment and continual quality improvements ensured by Centre for Distance Education, Anna University shall be broadly as follows, namely</p> <ol style="list-style-type: none"> 1. Executive committee (EC) : Every year EC meeting were conducted to initiate planning and development of CDOE activities. Policy decision relevant to all sectors are discussed and finalized in the EC meeting. 2. Centre for Internal Quality Assurance: CDOE, every six months CIQA meetings were conducted to ensure quality of activities performed and appropriate actions initiated to enhance department near future. 3. Reports from Examination Centres: Report of conduct of examinations in both Open and Distance Learning Mode and Online mode, along with detailed report of pass percentage collected for every 	Guidelines Exam Centers

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		year. 4. External Audit: considers the comments made by External auditors, experts and third party of quality audit and implement as appropriate.	
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	The substantial improvements in both quality and performance are achieved through the use of benchmarking by many private and public sector institutions as a convincing case for the effectiveness of the approach. Certain benchmark parameters like NAAC accreditation, NBA accreditation and other quality metrics are referred from other educational institutes and are applied in our HEI for the performance improvements.	NAAC
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Conducting Regular review of design on the annual plans for quality level enhancement at the level of the Higher Educational Institution and ensure their implementation; Frequent and periodical arrangements for feedback responses from students, employers and other stakeholders for quality related institutional processes; We develop quality benchmarks or parameters for the various academic and administrative activities of the Higher Educational Institution; To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices; Suggestion received from stake holders for restructuring of programmes in order to make them relevant to the job market;	BOS

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		<p>Developing and implementing innovative practices in major areas leading to quality enhancement in services to the learners;</p> <p>Creating learner centric environment rather than institution centric environment;</p> <p>We are adopting measures to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit;</p> <p>Coordinate between the Higher Educational Institution and the Commission for various quality related issues or guidelines;</p> <p>Record activities undertaken on quality assurance in the form of an annual report;</p> <p>Coordinating recognition and accreditation of the Higher Educational Institution.</p>	
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Annual Report enclosed	Annual Report
	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	YES	
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	CIQA IQAC

23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes	<p>The implementation of instructional design is carried out by specialists called instructional designers.</p> <p>It involved in developing educational material, namely the formation of units, materials presentation, support materials, and much more. However, the list of responsibilities of instructional designers also includes the following items:</p> <p>Conducting a needs analysis to identify what precisely the study group wants.</p> <p>An analysis of the needs that can be met through training and how these needs can be met.</p> <p>Determination of learning goals that in the future will be a measure of success of the educational process</p> <p>Collection of initial information about the target group of students (motivational factors, behavior patterns, background knowledge, and much more).</p> <p>Development of an educational strategy, curriculum, and teaching methods</p> <p>Monitoring learning outcomes to assess the success of the entire learning process.</p> <p>One of the traits of instructional designers is material neutrality, which means they can work with any topic. This makes them very flexible and indispensable Professionals.</p>	SLM
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24.	Promoted automation of learner support services of the Higher Educational Institution	YES	ERP
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Coordinated with Tamilnadu Open University in designing the curriculum and syllabus. Including an expert in the Centre for Internal Quality Assurance cell from the following Universities thereby validating our process: 1. Tamilnadu Open University 2. SRM University	CIOQA
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	EQA ensures that: The institution has clearly articulated objectives which are aligned with its vision and mission statements and disseminated to both internal and external stakeholders. EQA assists the Higher Education Institution to: Value and support the bond between IQA and EQA; Comply with established QA principles, standards and guidelines in the Higher Education Sector; Inculcate and entrench an institutional quality culture by developing mechanisms for continuous quality enhancement; Provide the basis to benchmark inputs, processes and outputs with other HEIs nationally, regionally and internationally; Determine the institution's capacity to offer academic programmes and research where applicable;	

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		Assess the institutional compliance with legal and other requirements; Provide evidence-based information to its stakeholders, the general public and the international community, that it is offering quality higher education.	
27.	Overseen the preparation of Self- Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	YES	
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	YES	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Learners' internships in companies followed by joint projects and the involvement of companies in modernizing university curricula. Adoption and diffusion of internship strategies are suggested for foreign companies and for local firms, respectively, as vehicles for increasing employability.	BOS

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2.2 Compliance of Quality Monitoring Mechanism - As per Annexure-I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020:

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	CDOE adopts the policies and practices of the renowned Anna University which is the premier institution in the state of Tamil Nadu with proven Governance, leadership and management. The organizations structure of CDOE is well defined with positions at various levels both at the academic and administrative front. The staff and faculty are recruited as per the norms of the government after giving an advertisement and following a stringent selection process. Planning of various activities for each semester and batch is meticulously done at the beginning of the semester and intimated to the students. We adopted a transparent method by displaying all the activities in the website.	Governance Organisation Structure
2.	Articulation of Higher Educational Institution Objectives	Our vision & mission are consistent with the vision & mission of our institution and also embraces the goals of ODL & OL.	Vision & Mission
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 curriculum and syllabi for each programme is being designed and developed by a board comprising Senior Professors of Anna University and other renowned universities with industrial experts from various fields. A brainstorming session takes place and the board ensures that the syllabus is updated with recent developments and encompasses all the vital areas. It is being implemented meticulously. Since all are	Curriculum BOS

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		our learners are working professionals, the university permits break of study for a period of one year (2 semesters) and thus integrate flexibility in the system. The University also provides learning resources in both print form and e form which are accessible to the learners. The students are requested to submit a feedback form for every semester which helps the centre to effectively monitor the delivery of teaching learning mechanism.	
4.	Programme Monitoring and Review	Two internal reviews are conducted for each subject and thus the students are being monitored. Project reviews are an integral component of awarding marks for project work. A systematic schedule is designed and intimated to the students. The Study Center and the students scrupulously follow the schedule which helps in attainment of quality outcomes.	Project Review
5.	Infrastructure Resources	The Headquarters and study centers have good infrastructures facilities and the students make adequate use of these facilities.	Infrastructure
6.	Learning Environment and Learner Support	All the study centers have good ICT facilities which focus on blended learning. E-Content and E-Questions are provided in the website. Students can make use of it in order to get a fair idea of the pattern of QP and for revision purposes.	Learner Environment AU LIBRARY
7.	Assessment and Evaluation	Assessment is made both continuously as well as at the end of the semester. The assessment tools include varied evaluation procedures which assesses the students knowledge and skills.	Assessment

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8.	Teaching Quality and Staff Development	The counselors are well experienced and have expertise in their fields. They develop their capacity by attending to capacity building workshops and staff development programs. Apart from it they are encouraged to improve their knowledge by permitting them to pursue higher education.	NAAC Staff Development
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2.3 Compliance of Process of Internal Quality Audit - As per Annexure-I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020:

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Academic Planning	Planning done every year by a committee constituted by the Vice Chancellor to prepare the Academic Planner.	Academic Planner
2.	Validation	It is being validated by the Director for Centre for Distance Education.	Director, CDOE
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes) b. Reports from Examination Centres c. External Auditor or other External Agencies report d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels e. Reporting and Analytics by the Higher Educational Institution f. Periodic Review	Monitoring, Evaluation and Enhancement Plans (a) Learner Support Centres are required to send their schedule of personal contact Programme. (b) Report of Malpractices is received from Examination Centres. (c) External Auditors are engaged in order to look at the financial Discipline of the Centre. (d) Every year the Centre reports its Financial and Non-Financial activities to the University and to the Government of Tamilnadu. Periodic Review: The Centre has an Executive Council with External Members from the Industry and subject Experts from renowned HEI's. All the activities of the HEI are presented and approved by the EC periodically which is the monitory authority of the Centre.	Faculty List Student Attendance EC Minutes

Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University)

Dr. T. Mala, Professor & Director, Centre for Distance and Online Education,
Anna University, Chennai – 600025.

[\(Director Appointment Letter\)](#)

3.2 Compliance status of “Human Resource and Infrastructural Requirements” – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

Insert Box

Programmes Name	No. of Faculty required	No. of Faculty Appointed	Complied Yes/No	If no. reason thereof
MBA	2	3	YES	
MCA	2	2	YES	
MSc(CS)	2	2	YES	

S. No.	Programme Name	No. of Full time-Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/ Contract) with gross salary/ month			Date of Joining programme and Joining report
							Type	Gross salary/ month	Contract period	

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1	MBA	03	Dr. K. Venkatalakshmi	Assistant Professor	Ph.D.,	19 Years	Regular – 225000 month	Order Copy
			Dr. M. Akila	Assistant Professor	MBA., Ph.D.,	16 Years	Contractual – 42000 month	Order Copy
			S. Suja Johny	Assistant Professor	MBA	15 Years	Contractual – 32000 month	Order Copy
2	MCA	02	Dr. P. Nirmal Kumar	Professor	ME., Ph.D.,	21 Years	Regular – 225000 month	Order Copy
			Dr. N. Saraswathi	Assistant Professor	MCA., M.Tech., Ph.D.,	15 Years	Contractual – 32000 month	Order Copy
3	MSc	02	Dr. P. Nirmal Kumar	Professor	ME., Ph.D.,	21 Years	Regular – 225000 month	Order Copy
			Dr. S. Pradeep	Assistant Professor	MSc., Ph.D.,	13 Years	Contractual – 35000 month	Order Copy

3.3 Details of Administrative staff

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

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

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

Note:

1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.

Part – IV: Examinations

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	YES	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	YES	
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning Mode Institution. No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.	YES	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	YES	

HEI ID:**Name of HEI: ANNA UNIVERSITY****Type of HEI: STATE**

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	YES	
6.	Building and grounds of the examination centre must be clean and in good condition.	YES	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	YES	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	YES	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	YES	
10.	Safety and security of the examination centre must be ensured	YES	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	YES	
12.	Provision of drinking water must be made for learners	YES	
13.	Adequate parking must be available near the examination centre	YES	
14.	Facilities for Persons with Disabilities should be available	YES	

HEI ID:**Name of HEI: ANNA UNIVERSITY****Type of HEI: STATE****4.2 Compliance status of 'Evaluation' and 'Certification' – As per Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	YES COE	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	YES Examination Process	
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: The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution	YES Attendance Sheet	

HEI ID:**Name of HEI: ANNA UNIVERSITY****Type of HEI: STATE**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	YES Mark Sheet	
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	YES Model Question Paper	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	YES COE	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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 Mark Sheet	
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	YES Model Question Paper	
9.	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	YES Examination Centers	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	YES	
	(b) Availability of biometric system		NO Physical Attendance

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	YES	
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution	NA	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	YES Online Exam	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	YES Squad Member Order	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	YES Squad Member Report	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted	YES Examination Centers	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	through proctored examination (pen- paper or online or computerbased testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.		
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	YES Anna University	
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	YES Exams are conducted only in approved Study centers which are Government colleges and Institutions under Anna University. Approved Examination Centers	
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided, they fulfill the criteria of an examination centre as defined in these regulations	YES Approved Examination Centers	

HEI ID:**Name of HEI: ANNA UNIVERSITY****Type of HEI: STATE**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	YES Approved Examination Centers	
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have <ul style="list-style-type: none"> 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. 	YES Degree Certificate	
	(b) Each award shall also be uploaded on the National Academic Depository	YES	
18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of	YES Degree Certificate Back Side	

HEI ID:**Name of HEI: ANNA UNIVERSITY****Type of HEI: STATE**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	all Examination Centres		

4.3 Whether any examination held through online mode.

If yes, provide details regarding technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination

NO

4.4 Result and Student Progression**For UG, PG and PGD programmes**

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
2024-2025	1. MBA	3100	3045	1872	61	80
	2. MCA	599	569	347	61	80
	3. MSC	250	226	126	56	80

Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)

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

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

PPR for each programme has been designed taking into consideration all the nine main contents specified in the Regulations. The Mission statement and objectives of the programme are stated clearly and it aligns with the requirement of the learner's demand. The CDOE was established in 2006 to impact quality technical and professional education to every nook and corner of the state that will faster economic and social development in line with the mission of Anna University. Self Employed professionals in business, Corporate companies, IT and ITEs industry and fresh graduates who want to equip themselves but otherwise engaged are our target group of learners. The programmes ensure that students attain specific skills and competencies that permit them to address real life problems and situations. The Instructional design is being taken care of senior professional in the respective field with adequate support extended by the well-established tracking system. Admission requirements are as per the norms prescribed by AICTE for MBA and MCA and UGC for M.Sc programme. Activity planner is designed and is published in the website for effective delivery of information. Evaluation policy is as per the norms of the regular courses of Anna University and is stated in the PPR. Apart from it, the details of the Computer Lab and Library are stated in the PPR as follows: The CDOE has a Computer Lab with state-of-the-art infrastructure located in a spacious air conditioned hall, housing a local server, 84 personal computers connected by high speed Internet and wireless networks, LAN and printers, white board with multi-media projection facilities. The centre has an exclusive library which caters to the needs of the students of distance education. Books 3058 under 837 titles are available on the following areas of study • Management Studies. • Information and Communication Studies. • Mathematics, Statistics and Computer Science Studies. • General Knowledge and Languages. • Competitive Examinations (TNPSC, UGC-NET, RRB, SSC, UPSC, etc.). • Dictionaries and University annual magazines and daily newspapers. Books are available both for closed reference and also for issue. Students can borrow books returnable in two weeks-time. Online reference is also made available to both staff and students. PPR finally concludes with an outlook explaining the quality assurance mechanism like the establishment of Executive Committee, Central Steering Committee, CIQA and monitoring mechanism for attendance and project work. The Grievance redressal mechanism which is in existence is also brought to light in the PPR Document.

[PPR](#)

5.2 Compliance status of 'Quality Assurance Guidelines of Learning Material in Multiple Media and Curriculum And Pedagogy' – As per Annexure - VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.

The university follows a multimedia approach for delivering knowledge to the students. Print Material, E-learning Material. The learning material is developed in such a way that it is self-explanatory and self-contained with learning objectives, activities, assignments and additional resources it is structured on learning outcome based method. Units in self learning material are developed with defined formats as per the requirement of ODL mode. The digital content is easy to navigate and is available across platform and devices. The curriculum and pedagogy are rational and structured and provides linkages between previous and subsequent stages of learning. The instructional methods are clearly stated and fulfill the relevance of the curriculum to competency requirement of the nation. Material distribution is done at CDOE office and a Professional Assistant who is qualified in library science is in- charge of maintaining and distributing study materials.

[Flip Book](#)

5.3 Compliance status in respect of Self-Learning Material– As per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

The curriculum and syllabus were designed by the experts in the respective fields for all the 3 programmes. The learning material has been developed in-house utilizing the services of experts from Anna University. However, thorough review of the material was made with a subject matter expert before it was printed. (1) The course contents are developed to map the syllabus for each course and the learner is self-directed towards accessing each unit. (2) Self-learning material in print form has been developed with clear definition of learning objectives and outcomes for each unit. (3) The learning materials include the (a) learning objectives (b) assessment of prior knowledge (c) learning activities (d) feedback of learning activities (e) examples and illustrations (f) self-assessment tests (g) summaries and key points (h) study tips and is made more learner-centric. (4) In order to enable self-assessment, activities are included in between the contents. (5) Activities and assignments are included in the SLM to encourage the learners to use new innovative ideas and skills. (6) Apart from learning material, the computer-based material in the form of power point presentation are provided to the learners. Students are connected through group mails and hence resource sharing is enabled. (7) Videos are played in the class relating to case studies, project manuals and Lab manuals are provided to the students to enable them with a clear understanding of what is to be done.

[SLM](#)

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

6.1 Details of personal contact programmes implemented:

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

TIMETABLE

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
1	MBA	College of Engineering	9	12 hours per course per semester	694	658
		Madras Institute of Technology				
		Alagappa College of Technology				
		Centre for Distance Education				
		University College of Engineering – Trichy				
		University College of Engineering – Nagercoil				
		University College of Engineering – Villupuram				
		Anna University Regional Centre - Madurai				
		Anna University Regional Centre - Coimbatore				
	MCA	Centre for Distance Education		12 hours per course per semester	143	139
		MIT, Anna University – Chennai 44				
	MSc (CS)	Centre for Distance Education		12 hours per course per semester	67	67

6.2 Compliance status of 'Learner Support Centre' – As per Annexure – VIII of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

The CDOE of Anna University is functioning within the territorial jurisdiction of the state of Tamilnadu with a Head Quarters at Chennai, Anna University, CEG Campus and Regional centres and Study centres throughout state of tamilnadu. The list of study centres are given below. Centre for Distance Education, Anna University, Chennai. College of engineering Guindy, Chennai. Alagappa college of Technology, Chennai Madras Institute of Technology, Chennai Anna University Regional Centre, Coimbatore. University College of Engineering, Nagercoil. University College of Engineering, Trichy. University College of Engineering, Villupuram. KLN College of Engineering, Pottapalayam, Madurai. Anna University has under its ambit, Engineering Institutions and CDOE has chosen only the Regional centres or colleges affiliated to Anna University as study centres in order to provide the best learner support services and for better monitoring. Based on the demand from various geographical areas the centres have been chosen. These centres and colleges are inspected every year by Anna University for extension of affiliation and hence the availability of infrastructure and qualified faculty is ensured. Standard operating procedure has been framed by the centre and study centres are asked to adhere to the schedule. Financial discipline is ensured since the approved financial norms are made transparent to all the stakeholders Approval is obtained from Higher statutory authorities for inclusion or deletion of a new study centre All transparent to all the stakeholders. Approval is obtained from Higher statutory authorities for inclusion or deletion of a new study centre. All Regional centres are well informed about new changes in the Administrative procedure and are encouraged to give suggestions for implementing new practices. Regulation book is provided to each student which gives details about the governing regulations during that period. All information relating to eligibility requirements, components of fees paid, academic schedule for contact classes and project reviews etc., are provided well in advance, which is available static in the website. Updation of website is made at frequent intervals to ensure better learner support services and transparency. CDOE has created software for maintenance of attendance which has successfully brought down the number of preventions. In total AU has created an interface which is both students friendly and informative.

CLASS SCHEDULE

HEI ID:**Name of HEI: ANNA UNIVERSITY****Type of HEI: STATE****6.3 LSC wise enrollment details (Not for Private University)**

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1	College of Engineering Address: Anna University, Sardar Vallabhai patel Road, Guindy, Chennai 600 025	1		Anna University	Government	Dr. S. Meenakumari, 8754495843	MBA., Ph.D	1	MBA	188
						Dr. Padmavathi Manohar 9962988714	MBA., Ph.D			
2	Madras Institute of Technology Address: Anna University, Chrompet, Chennai 600 044.	1		Anna University	Government	Dr. Rajesh, 9788856412	Ph.D	1	MBA	55
						Dr. K. Elangovan 9094680905	Ph.D			
3	Alagappa College of Technology Address: Anna University, Sardar Vallabhai patel Road, Guindy, Chennai 600 025.	1		Anna University	Government	Dr. S.Renganathan 9941613532	Ph.D	1	MBA	51
						Dr. M. Dharmendrakumar	Ph.D			
4	Centre for Distance Education Address: Anna University, Sardar Vallabhai	1		Anna University	Government	Dr. K. Venkatalakshmi, 7810051130	MBA., Ph.D	1	MBA	290
						Dr. M. Akila	MBA., Ph.D			

HEI ID:		Name of HEI: ANNA UNIVERSITY				Type of HEI: STATE			
	patel Road, Guindy, Chennai 600 025.				9884136273				
					Ms. Suja Johncy 9003250960	MBA			
5	Anna University Regional Campus, Madurai	1	Anna University	Government	Dr. T. Jothimuru gan 99947800 01	Ph.D	1	MBA	11
					Dr. Palanivel rajan 99522166 61	Ph.D			
6	Anna University Regional Campus, Coimbatore	1	Anna University	Government	Dr. M. V. Subha 9994299 995	Ph.D	1	MBA	56
7	University College of Engineering Address: Villupuram	1	Anna University	Government	Dr. R. Senthil 9443268 363	Ph.D	1	MBA	9
8	University College of Engineering Address: Konam, Nagercoil 629004	1	Anna University	Government	Dr. T. Sree Rengaraj 04652260 510	Ph.D	1	MBA	15
					Dr. M. Venkates an 94883776 69	Ph.D			
9	Centre for Distance Education Address: Anna University, Sardar Vallabhai patel Road, Guindy, Chennai 600 025.	1	Anna University	Government	Dr. P. Nirmalku mar, 94441410 48	Ph.D	1	MCA	92
					Dr. N. Saraswat hi 9710897212	M.Tech., Ph.D			
10	Madras Institute of Technology Address: Anna University, Chrompet, Chennai	1	Anna University	Government	Dr. Rajesh, 97888564 12	Ph.D	1	MCA	41
					Dr. G. Anandha kumar 9841667	Ph.D			

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	600 044.				886				
11	Centre for Distance Education Address: Anna University, Sardar Vallabhai Patel Road, Guindy, Chennai 600 025.	1	Anna University	Government	Dr. P. Nirmalkumar, 9444141048	Ph.D	1	MSc (CS)	67
					Dr. S. Pradeep 9003988188	Ph.D			

Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years.

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition complied Yes/No
No – Offered at the Head Quarters Only	MSc – 2001	MSc – 24	YES

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

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

HEI ID:**Name of HEI: ANNA UNIVERSITY****Type of HEI: STATE****6.5 Delivery of Self-Learning Material**

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

Type	Date of Admission (for July and January)	Date of delivery SLM	Whether SLM delivered to learners within a fortnight from the date of admission
Printing Material	JULY 2024, JANUARY 2025	JULY 2024, JANUARY 2025	YES
Audio-Video Material	-	-	No
Online Material	JULY 2024, JANUARY 2025	JULY 2024, JANUARY 2025	YES
Compute based Material	JULY 2024, JANUARY 2025	JULY 2024, JANUARY 2025	YES

**6.6 Whether any course in a particular programme was allowed through OER/
Massive Open Online Courses: NA**

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 wise – programmes wise)

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

Part - VII: Self-Regulation through disclosures, declarations and reports

7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020- Self-regulation through disclosures, declarations and reports

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	YES	
Uploading of the following on HEI website (link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	YES	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	YES	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	YES	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling / mentoring, programme structure with credit points, programme wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;	YES	

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6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	YES	
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	YES	
8.	Information regarding all the programmes recognised by the Commission	YES	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	YES	
10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	YES	
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	YES	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	YES	

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13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	YES	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	YES	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	YES	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	YES	

Part – VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved intake in conventional mode and in case of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	YES
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	YES
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	YES
4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	YES

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5.	<p>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:</p> <p>Provided that a Higher Educational Institution shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	YES
6.	<p>Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners:</p> <p>Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution</p>	YES
7.	<p>Every Higher Educational Institution shall–</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and 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.</p>	YES

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8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment	YES
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	YES
8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode, which shall be in consonance with the resources	YES
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	YES
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	YES
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	YES

HEI ID:**Name of HEI: ANNA UNIVERSITY****Type of HEI: STATE**

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	YES
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

HEI ID:**Name of HEI: ANNA UNIVERSITY****Type of HEI: STATE**

11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	YES
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	YES
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	YES
14.	No Higher Educational Institution shall, issue or publish (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	YES

Part – IX: Grievance Redressal Mechanism

9.1 Compliance status of ‘Grievance Redressal Mechanism’ – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

The Anna University has in place a grievance redressal mechanism for its members including the sexual harassment cell. Any member of the University can access the services through the University portal to avail the services and get their problems resolved. The CDOE has developed an Internal cell comprising three members to address the needs/problems of the students. A link is created in the CDOE website for the students to access the services online.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
13	12

9.3 Complaint Handling Mechanism

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

Through Mail and Telephone enquiries.

Nodal officer Helpline number: 044022357216

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	NA

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

We have introduced a new programme namely, MBA in Business Analytics, which is the most sought of specialization in the regular mode. The curriculum includes integration of analytics in all functional areas of management. Many industries are looking out for educating their own professionals to with knowledge and skills in analytics. This online programme helps the working people to learn analytics and utilize it in their work.

10.2 Best Practices of the HEI

Anna University has developed the state-of-the-art LMS which is very robust and user friendly. The LMS has integrated all the parameters required for online platform and provides content storage, video audio storage mechanism, synchronous interaction provisions, Asynchronous interaction provisions, learner engagement provisions which encourages learning activity in a more prudent way. The LMS adapts cross platforms. It is more reliable and provides valuable information in the form of reports to the satisfaction of all the stake holders.

10.3 Details of Job Fairs conducted by the HEI

NA

10.4 Success Stories of students of ODL mode of the HEI

Successful completion of semester:

AY 2023 (Sem I, II, III, IV), CY 2024 (Sem I,II,III,IV), AY 2024 (Sem I,II),CY 2025(Sem I,II), AY2025(Sem I)

10.5 Initiatives taken towards conversion of SLM into Regional Languages

10.6 Number of students placed through Campus Placements

[Centre For University Industry Collaboration](#)

10.7 Details of Alumni Cell and its activity

Created CDOE Alumni Cell. Guest Lectures delivered by Alumni of Anna University.

- The curriculum is revised with alumni inputs.
- Creation of separate alumni cell for distance mode has been initiated to enhance the alumni interactions.
- One Eminent professors (Alumni) from North America accepted to deliver the guest lecturer and one Professor has already given guest lecture on

HEI ID: HEI-U-0439.

Name of HEI: ANNA
UNIVERSITY.

Type of HEI: DUAL
MODE HEI.

DECLARATION

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

Signature of the Director:

Name: J. MALA

Seal:

Date: 29/8/25

Director

Centre for Distance and Online Education
Anna University
Chennai - 600 025

Signature of the Registrar:

Name:

Seal:

Date:

Registrar
Anna University
Chennai - 600 025

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.