

HEI ID:
HEI-P-U-0477

Name of HEI: **Sri Chandrasekharendra
Saraswathi Viswa Mahavidyalaya
(SCSVMV)**

Type of HEI:
Deemed-To-Be-University

Annual Report

OF

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

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2024-2025

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Part – I: General Information

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

<https://kanchiuniv.ac.in/wp-content/uploads/2025/04/CIQA.pdf>

1.2. Details of Director, CIQA

- Name : **Dr. B. Balaji Srinivasan**
- Qualification: **BE., MBA., Ph.D.**
- Appointment Letter and Joining Report:

https://kanchiuniv.ac.in/wp-content/uploads/2024/07/ODL_Director.pdf

1.3. Details of CIQA Committee:

a. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof. G. Srinivasu, Ph.D.	Sanskrit	07.01.2025
	Pro Vice Chancellor of the University	Member	Prof. R. Vasanth Kumar Mehta M.S., Ph. D.	Computer Science and Engineering	07.01.2025
b.	Three Senior teachers of HEI	Member-1	Dr. T. Pushpanathan MA., M.Phil., Ph.D. Assistant Professor Department of English	English	07.01.2025
		Member-2	Dr. K. S. Sivakumar MA., MBA., M.Phil., Ph.D. Assistant Professor Department of Sanskrit & Indian Culture	Indian Culture	07.01.2025
		Member-3	Dr. V. K. Radhakrishnan M.Sc., M.Phil., Ph.D. Assistant Professor Department of Mathematics	Mathematics	07.01.2025
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member-4	Dr. Debajyoti Jena MA., M.Phil., Ph.D.	Sanskrit	07.01.2025
		Member-5	Dr.A.Mathini MA., M.Phil., Ph.D.	English	07.01.2025
		Member-6	Dr. J. Santhi M.Com, MBA.M.Phil., Ph.D.	Commerce	07.01.2025
d.	Two External Experts of ODL and/or Online	Member-7	Prof. G. Sankara Narayanan MA., Ph. D. Professor, Dept. of Sahitya, National Central University,	Sanskrit	07.01.2025

	Education		Tirupati		
		Member-8	Prof. Dr. R. Balaji MBA., Ph.D. Professor, Centre for Distance and Online Education (CDOE), AMET –Deemed to be University, Chennai-603112	Management Studies	07.01.2025
e.	Officials from departments of HEI <ul style="list-style-type: none"> Administration Finance 	Member-9 Administration	Prof. G. Sriram M.E., Ph.D. Registrar i/c	Mechanical Engineering	07.01.2025
		Member-10 Finance	Dr. R Jayaraman MBA., Ph.D. Finance Officer i/c	Management Studies	07.01.2025
f.	Director, CIQA	Member Secretary	Dr. B. Balaji Srinivasan B.E., MBA., Ph.D.	Management Studies	07.01.2025

b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N) If No, reason thereof

1.4. Number of meetings held and its approval:

a. No. of meetings held every year: **1**

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	25.07.2025	2	https://kanchiuniv.ac.in/wp-content/uploads/2025/08/CIQA-MINUTES-OF-MEETING.pdf	APPROVED

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

From <Month, Year> academic session:

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

*Not for Private University

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

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

From <Month, Year> academic session:

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

*Not for Private University

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

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

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

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

*Not for Private University

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

1.8. Number of programmes started at Undergraduate Degree Programmes as per Commission Order: **1**

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

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee per Semester (RS.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Transgender)			
								M	F	TG	Total
1	BA-Sanskrit	3	134	10+2 or its Equivalent	1000	F.No.30-9/2024(DEB - II) dated 10 th February 2025	nil	45	21	-	66

*Not for Private University

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

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

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

Sr. No.	Post - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee Per Semester (Rs.)	UGC Recognition Letter No. and	No. of Learner Support Centre Operationalized as per territorial	Number of students admitted (Male/Female/Transgender)			
								M	F	TG	Total
1	MA-Sanskrit	2	100	10+2+3 or its Equivalent	2000	F.No.30-9/2024(DEB-II) dated 10 th February 2025	nil	8	21	-	29

*Not for Private University

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

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

2.1. Action taken on the functions of CIQA:-

S. No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	Interactive support through ICT-enabled services, including a student portal. Induction Programmes, Personal Contact Programmes (PCP), assignments, and evaluations are regularly conducted.	https://kanchiuniv.ac.in/odl/
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	The CIQA Cell of the University has well-built mechanisms to improve quality of all systems and procedures	https://kanchiuniv.ac.in/b-a-sanskrit-slm/ https://kanchiuniv.ac.in/m-a-sanskrit-slm/
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	CIQA has identified key areas for improvement including curriculum design, teaching–learning, assessment, faculty development, and student support.	https://kanchiuniv.ac.in/odl/
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)	Curriculum design and review by the same Board of Studies for both ODL and conventional mode.	https://kanchiuniv.ac.in/odl/

5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	A structured feedback system in tune with what is being implemented for regular courses will also be implemented for ODL by CIQA. Details will be provided in the forthcoming Annual Report	-
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Regular updation of SLM is planned to be suggested. Details will be provided in the forthcoming Annual Report	-
7.	Implementation of its recommendations through periodic reviews	Periodic reviews will be conducted and the details will be provided in the forthcoming Annual Report	-
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.	Will plan for the forthcoming session	-
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	SCSVMV has developed the following best practices 1. Information and Communication Technology (ICT)-enabled services. 2. Strong inter-personal communication with the learners	https://kanchiuniv.ac.in/odl/
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	We are in the process of collecting relevant statistics. Details will be provided in the forthcoming Annual Report	-

11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	BoS ensured that the PPR was prepared in tune with ODL Regulations	https://kanchiuniv.ac.in/wp-content/uploads/2025/06/PPR-B.A-and-M.A.pdf
12.	Mechanism to ensure the proper implementation of Programme Project Reports	The implementation mechanism includes training of faculty, revising the curriculum periodically, feedback from stakeholders and submission of reports by faculty. Will provide complete details in the forthcoming Annual Report	-
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Will be done by CIQA. Since this is the first Annual Report submitted. Suitable compliance will be done	-
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Suitable inputs will be provided at the time of restructuring.	-
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Yes through feedback and evaluation We will provide complete details in the forthcoming Annual Report	-
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	Suitable steps will be taken in future	-

17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	Suitable measures will be adopted in future	-
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Strict adherence to the guidelines issued by the Commission is done	-
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Yes information is exchanged with peer institutions and relevant best practices will be adopted. Details will be provided in the forthcoming Annual Report	-
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Details will be provided in the forthcoming Annual Report	-
21	(a)Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. (b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	a)Annual Reports submitted to Statutory Authorities at the end of each academic session. b)Report duly approved by the statutory authorities submitted to the Commission in the prescribed format. This report will be submitted in the forthcoming meeting of the Statutory Authorities and due approval will be obtained	-
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	-

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	Instructional design as per ODL norms maintained by the HEI	https://kanchiuniv.ac.in/odl/
24.	Promoted automation of learner support services of the Higher Educational Institution	Automation of entire process to facilitate the students is in progress	-
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Yes	-
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	CIQA is taking steps for academic and administrative audits.	-
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	CIQA will arrange for external audits.	-
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	CIQA will take necessary steps to establish collaborations and associations whenever needed	-
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The HEI's current industry-institution linkages will be synergized for the ODL programmes too by CIQA	-

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

S.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	a. Organization Structure and Governance: In accordance with ODL Regulations b. Management: Has a robust management aligned with its vision, mission, and objectives. c. Strategic Planning: SCSVMV Strategic planning aligns with the institution's vision, d. Operational Plan, Goals, and Policies: Clear operational goals, policies, and plans are in place to guide the institution's functioning and development. .	https://kanchiuniv.ac.in/about/leadership/
2.	Articulation of Higher Educational Institution Objectives	SCSVMV defines its objectives to promote quality education and societal development in alignment with its vision and mission.	https://kanchiuniv.ac.in/odl/
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	a. Curriculum Planning, Design, and Development: Curriculum is planned and designed through a structured process. Once developed, the curriculum is reviewed and approved by the relevant statutory bodies before implementation. b. Curriculum Implementation: In alignment with UGC guidelines, ODL programmes are structured under the Choice Based Credit System (CBCS). c. Academic Flexibility: The institution provides flexibility through choice-based courses, electives, interdisciplinary options, and credit transfer mechanisms. d. Learning Resources: High-quality Self Learning Materials (SLMs) are developed for ODL students. e. Feedback System: Under Construction.	https://kanchiuniv.ac.in/wp-content/uploads/2025/06/PPR-B.A-and-M.A.pdf

4.	Programme Monitoring and Review	Programmes are systematically monitored and reviewed to maintain quality, relevance, and alignment with institutional objectives.	-
5.	Infrastructure Resources	The institution provides adequate physical, digital, and academic infrastructure.	-
6.	Learning Environment and Learner Support	Learner support services, including PCP classes and library facilities, are available to students enrolled in the SCSVMV Open and Distance Learning mode.	-
7.	Assessment and Evaluation	A structured assessment and moderation system is in place, with 60% weightage assigned to semester-end examinations and 40% to continuous internal assessment.	https://kanchiuniv.ac.in/wp-content/uploads/2025/08/SCSVMV-EXAMINATION-PROCESS-AND-REGULATIONS.pdf
8.	Teaching Quality and Staff Development	The institution ensures teaching quality through continuous faculty development, training programmes, performance appraisal, and adoption of innovative pedagogical practices.	-

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	Suitable Curriculum in tune with ODL regulations implemented.	https://kanchiuniv.ac.in/odl/

2.	Validation	SCSVMV will establish a validation mechanism to ensure that learner support services and academic programmes remain effective and viable.	-
3.	<p>Monitoring, Evaluation and Enhancement Plans</p> <p>a. Reports from Learner Support Centres (for Open and Distance Learning programmes)</p> <p>b. Reports from Examination Centres</p> <p>c. External Auditor or other External Agencies report</p> <p>d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>e. Reporting and Analytics by the Higher Educational Institution</p> <p>f. Periodic Review</p>	<p>a. Reports from Learner Support Centres (ODL Programmes): NA.</p> <p>b. Reports from Examination Centre: All examinations are held only at the headquarters, and detailed reports are compiled periodically.</p> <p>c. External Auditor/Agencies: External audits will be arranged.</p> <p>d. Performance Data Review: Performance review at the programme, faculty, and institutional levels will be carried out.</p> <p>e. Reporting and Analytics The institution employs systematic reporting and data analytics to monitor performance, assess outcomes, and support evidence-based decision-making for continuous improvement..</p> <p>f. Periodic Review: SCSVMV has an established mechanism to regularly obtain feedback from stakeholders.</p>	-

Part – III: Human Resources and Infrastructural Requirements

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

Name: Dr. B. Balaji Srinivasan, Regular Employee

Designation: Director

Qualifications: BE., MBA., Ph.D.

(Salary details, Appointment Letter and Joining Report is attached for reference)

https://kanchiuniv.ac.in/wp-content/uploads/2024/07/ODL_Director.pdf

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

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

(i).Physical Infrastructure:

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

S.No	Built-up Area Type	Percentage (%)	Built-up Area (Carpet Area, in sq ft) Required	Built-up Area (Carpet Area, in sq ft) Available
1.	Academic	50 per cent.	7500	10506
2.	Administrative	10 per cent.	1500	2513
3.	Academic support such as Library, Reading room, Computer Centre, Informational and Communication technology Labs, Video and Audio Labs etc.	30 per cent.	4500	5467
4.	Amenities or other support facilities	10 per cent.	1500	3275
Total		100 per cent	15000	21761

(ii).Faculty Requirement:

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG	03	03	Yes	-
PG			Yes	-
PGD	Not offered	-	-	-

(iii).Faculty Details:

S. No.	Programme Name	No. of Full time Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type(Regular/ Contract) with gross salary/ month			Date of joining Programme and Joining report (Upload Pdf)
							Type	Gross salary/ month	Contract period	
1	BA (Sanskrit)	03	Dr. Debajyoti Jena	Assistant Professor	Ph.D.		Regular	70984	-	25.07.2024
			Dr. Mayank Pandey	Assistant Professor	Ph.D.		Regular	70471	-	25.07.2024
2	MA (Sanskrit)		Dr. T. K. Narasimhan	Assistant Professor	Ph.D.		Regular	70471	-	25.07.2024

BA (Sanskrit) & MA (Sanskrit) : <https://kanchiuniv.ac.in/wp-content/uploads/2025/04/Faculty-for-ODL.pdf>

3.3 Details of Administrative staff

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

Admin Staff	Available	Number of staff
Manager (Administration and Compliance)	Yes	1
Section Officer	Yes	1
Assistants	Yes	2
Computer Operator –(Junior Assistants)	Yes	2
Multi-Tasking Staff	Yes	2

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

<https://kanchiuniv.ac.in/wp-content/uploads/2025/08/odl-staff-at-hq.pdf>

Note:

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

S. No.	Names	Designation	Qualification	Type(Regular/ Contract) with gross salary/ month			Date of joining Programme and Joining report (Upload Pdf)
				Type	Gross salary/ month	Contract period	
1	Mrs. N. Gowri	Manager (Administration and Compliance)	B. Com, AICWA, ACS, MBL, M. Phil	Regular	1,02,030	-	01.06.2023
2	Mr. S. Chandramouli	Section Officer	B.B.A, M.B.A.	Regular	34314	-	12.07.2021
4	Mr. R. Murugan	Assistant	B.Com., M.Com., M.B.A., B.Ed. M.A. (Pub. Admn.), M.Sc(Yoga), M.Ed., M.Phil	Regular	26125	-	10.07.2021
5	Mrs. S. Usha	Assistant	B.Litt. (Tamil)	Regular	25251	-	12.07.2021
6	Mrs. G. Dharini Devi	Computer Operator –(Junior Assistant)	B.A.(Corp. Secyship), B.Lis., M.B.A.	Regular	17138	-	14.07.2021
7	Mr. L Balakumar	Computer Operator –(Junior Assistant)	BCA	Regular	20121	-	02.08.2023
8	Mr. R. Asokan	Multi-Tasking Staff	B.B.A	Regular	11096	-	12.07.2021

Part – IV: Examinations

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

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

4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes	
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	Yes	
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes https://kanchiuniv.ac.in/wp-content/uploads/2025/08/SCSVMV-EXAMINATION-PROCESS-AND-REGULATIONS.pdf	

2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	Yes	
3.	<p>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:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;</p> <p>ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution</p>	Yes	
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes	
5.	<p>The weightage for different components of assessments for Open and Distance Learning mode shall be as under:</p> <p>(i) continuous or formative assessment (in semester): Maximum 40 per cent.</p> <p>(ii) summative assessment (end semester examination or term end examination): Minimum 60 per cent.</p>	Yes	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	

7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes	
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Yes https://kanchiuniv.ac.in/wp-content/uploads/2025/08/ODL-June-2025-exam.-Time-Table-and-results.pdf	
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	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes	
	(b) Availability of biometric system	Yes	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	Yes	
	(d) In case of non-availability of the Closed Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular in-charge of examination centre to the Higher Educational Institution	Yes	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Yes	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes	

13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	Yes	
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes	
14.	The Examination Centre shall be located in Government Institutions like Kendriya 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	Our University campus is the examination centre	
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	Not Applicable	

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

4.3. Whether any examination held through online mode - **NO**

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

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4.4. Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year/ Semester	% of students passed	% of students passed in first class
January 2025	1. BA(Sanskrit)	66	13	65	69.23	69.23
	2.MA (Sanskrit)	29	13	29	92.31	76.9

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

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

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

Preparation of Programme Project Report (PPR): All the contents of PPR as mandated by the ODL Guidelines are followed thoroughly

Approval of Programme Project Report (PPR): The PPR was approved by Academic Council on 08/06/2024 and the same was approved by the Executive Council on 03/08/2024.

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

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

Learning Material (Both print and Non-print form): Self-Learning Materials (SLMs) in line with the ODL Guidelines.

Curriculum and Pedagogy: Considering the skills, attention span, and study habits of learners, the content load is structured to be appropriate and manageable. Each unit is treated as a pedagogical component that a learner can complete within a reasonable duration of 5–6 hours. The SLMs at Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya (SCSVMV), are developed in accordance with the UGC-DEB (ODL & OL) Regulations, 2020.

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

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

Preparation of Self-Learning Materials (SLM): The Self-Learning Materials (SLMs) are developed in alignment with the credit structure of the respective ODL programmes, in accordance with Annexure VII of the UGC (ODL Programmes and Online Programmes) Regulations, 2020, and as per the SLM Policy norms of SCSVMV. Each unit begins with clearly defined learning objectives and expected learner outcomes. The courses are organized into the required number of blocks, which are further divided into units. Each unit is systematically structured into sections and sub-sections, incorporating self-check questions and learning activities as appropriate to the content.

Approval of the Statutory Authorities: The SLMs were approved by Academic Council on 08/06/2024 and the same was approved by the Executive Council on 03/08/2024.

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

6.1. Details of personal contact programmes implemented:

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

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme
1	BA(Sanskrit)	SCSVMV-HQ	1	2	65
2	MA (Sanskrit)	SCSVMV-HQ	1	2	29

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.

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

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

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

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

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

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

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

6.5. Delivery of Self-Learning Material

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

Type	Date of Admission (for July and January)*	Date of delivery SLM	Whether SLM delivered to learners within a fortnight from the date of admission
Printing Material	For January 2025	16.01.2025	Yes
Audio-Video Material	For January 2025	16.01.2025	Yes
Online Material	For January 2025	16.01.2025	Yes
Computer Based Material	For January 2025	16.01.2025	Yes

* UGC-DEB Approval received first time on 16-10-2024

6.6. Whether any course in a particular programme was allowed through OER/ Massive Open Online Courses: **NO**

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester (Semester wise – programmes wise)
	NA						

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

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

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

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

	details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;		
6	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes	
7	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes	
8	Information regarding all the Programmes recognised by the Commission	Yes	
9	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes	
10	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	Yes	
11	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	Yes	
12	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	No	Deemed to be University
13	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	No	Deemed to be University
14	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	Yes	

15	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc.	Yes	
16	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	No	Newly started

Part – VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	Yes
2	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	Yes
3	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (a).as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b).with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; ©.only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
4	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
5	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	Yes
6	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	Yes

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

8.(j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes
8.(k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	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
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	<p>No Higher Educational Institution shall, issue or publish-</p> <p>(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;</p> <p>(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</p>	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.

SCSVMV has taken important steps for the benefit of ODL students by facilitating ODL admission through Online, issuing Identity Card, despatching Study Material, conducting Academic PCP Classes as per academic schedule, submission assignment, prior intimation of Semester End Examinations.

Student’s Grievance Redressal Mechanism including E-Mail, WhatsApp and SMS based students grievance redressal system is in place at SCSVMV. A cell has been created to attend the grievance of ODL students

9.2. Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
3	3

9.3. Complaint Handling Mechanism

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

When learners visit SCSVMV in person, the staff of CDOE will assist them and address their grievances. Grievances are also resolved through phone calls, e-mail, SMS, and WhatsApp.

Details of Nodal Officer

Name : J. Prakashsah

Designations: Executive Assistant,

Mobile No: 9790567273

E-mail: jprakashsah@kanchiuniv.ac.in

9.4. Details of Complaints received from UGC (DEB)

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

Part – X: Innovative and Best Practices

10.1. Innovations introduced during academic year

1. Induction Programme conducted for the benefit of the learners thereby minimizing grievances at the source.
2. The provision of SLM/eSLM supports learners in comprehending the subject matter, while the web portal for assignment submission ensures timely and efficient submission

10.2. Best Practices of the HEI

Newly approved HEI for ODL

10.3. Details of Job Fairs conducted by the HEI

Newly approved HEI for ODL

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

Newly approved HEI for ODL

10.5. Initiatives taken towards conversion of SLM into Regional Languages

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

10.6. Number of students placed through Campus Placements

Newly approved HEI for ODL

10.7. Details of Alumni Cell and its activity





Newly approved HEI for ODL

10.8. Any other Information

SCSVMV (Deemed to be University) was established in 1993 under Section 3 of the University Grants Commission Act, 1956, Government of India, New Delhi. Since its inception, the University has taken on the responsibility of catering to the increasing demand for higher education from diverse sections of society, regardless of caste, creed, religion, age, or profession, and at an affordable cost. The ODL Academic Programmes of SCSVMV are duly recognized by the UGC-DEB. In 2024, SCSVMV was accorded the 12B Status of the UGC, and the ODL academic operations were initiated during the academic year 2024-25.

DECLARATION

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

Signature of the Director:		Signature of the Registrar:	
Name:	Dr. B. Balaji Srinivasan	Name:	Prof. G. Sriram
Seal:		Seal:	
Date:	30/8/2025	Date:	30/8/25

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.