

Annual Report

OF

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

**PROGRAMMES UNDER
OPEN AND DISTANCE LEARNING MODE**

2024-2025

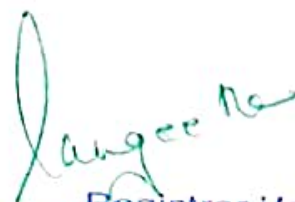


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ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC Act. 1956)
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125, P. O. ...
Kanathur, ...

Part - I: General Information

1.1 Date of notification of the Centre (attach a copy of the notification):

<https://drive.google.com/file/d/1SqSxaCVkd1CwDW9SSF5LyMWaryOyM94F/view?usp=sharing>

1.2 Details of Director, CIQA

- Name : Name : Dr. I. Haroon Basha
- Qualification: Director - CIQ, CDOE - Member Secretary
- Appointment Letter and Joining Report: Appointment Letter and Joining Report is attached

1.3 Details of CIQA Committee:

a. Composition as per Regulations

| S. No. | Designation | Nomination as | Name and Qualification | Specialization | Date of Nomination in CIQA Committee |
|--------|---|---------------|---|--------------------------------|--------------------------------------|
| a. | Vice Chancellor of the University | Chairperson | Dr. V.Rajendran, Vice- Chancellor | Mechanical Engineering | 10-07-23 |
| b. | Three Senior teachers of HEI | Member 1 | Dr.S.Bharathi Raja, Professor -Member | Mechanical Engineering | 10-07-23 |
| | | Member 2 | Dr. S. Priya - Dean, Academic - Member | Electrical and Electronics Eng | 10-07-23 |
| | | Member 3 | Dr.D. Arivazhagan - Professor- Member | Management Studies | 10-07-23 |
| c. | Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode | Member 4 | Dr. R. Srinivasan, Professor & Head of the Department of Business Studies, AMET - CDOE (Member) | Management Studies | 10-07-23 |
| | | Member 5 | Dr.S.Subramanian, Professor and Head of the Department of Commerce, AMET - CDOE (Member) | Commerce | 06-01-25 |
| | | Member 6 | Dr.D.Rajasekar Professor & Director, AMET - CODE (Member) | Management Studies | 03-06-24 |


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| | | | | | | |
|----|-----------------------------------|---|-------------------------|--|--------------------|----------|
| d. | Two Experts and/or Education | External of ODL Online | Member 7 | Dr. Manoranjan Pon Ram, Director CDOE, SRM Deemed to be University, Chennai, Professor & Head, Management Studies, SRM University - Member | Management Studies | 10-07-23 |
| | | | Member 8 | Dr. S.Subramanian - Professor & Director, Tamilnadu Open University (TNOU), Chennai - Member | Management Studies | 10-07-23 |
| e. | Officials from departments of HEI | <ul style="list-style-type: none"> Administration Finance | Member 9 Administration | Dr. V.Sangeetha Albin, Registrar i/c, AMET, (Member) | Administration | 10-07-23 |
| | | | Member 10 Finance | Ms. K. Jayabarathi, Director, Finance - Member | Finance | 10-07-23 |
| f. | Director, CIQA | | Member Secretary | Dr. R. Nandhini Director - CIQA, CDOE - Member Secretary | CIQA | 02-09-24 |

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

If No, reason thereof

Yes


1.4 Number of meetings held and its approval:

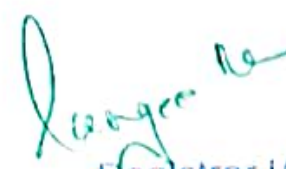
a. No. of meetings held every year: 01

b. Meeting details:

| Meetings | Date-Month-Year | No. of External Expert Present | Minutes | Approval of Minutes |
|-----------|-----------------|--------------------------------|----------|---------------------|
| Meeting 1 | 06-08-2025 | 2 | uploaded | uploaded |
| Meeting 2 | .. | .. | .. | .. |


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

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. | NA | | | | | | | | | | | |
| N. | | | | | | | | | | | | |

*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:

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. | NA | | | | | | | | | | | |
| N. | | | | | | | | | | | | |

*Not for Private University

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


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

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 |
| 1. | NA | | | | | | | | | | |
| N. | | | | | | | | | | | |

*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:

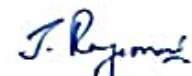
| Sr. No. | Under - Graduate Degree Title | Duration (years) | No. of Credits | Admission Eligibility | Fee (Rs.) | UGC Recognition Letter No. and date | No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus | Number of students admitted (Male/Female/Trans-gender) |
|---------|-------------------------------|------------------|----------------|-----------------------|---------------|---|---|--|
| 1. | ODL BBA | 3 | 120 | 10 th , +2 | 5000 Semester | F No 31-5 2024 (DEB-II) - 11-02-2025 | NIL | 0 |
| 2. | ODL B Com | 3 | 120 | 10 th , +2 | 7000 Semester | https://deb.ugc.ac.in/Uploads/Notices/Upload/UGC_20250723144432_1.pdf | NIL | 0 |

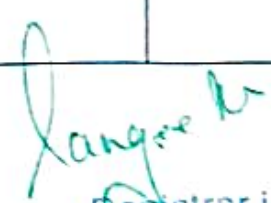
1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:

| 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) |
|---------|----------------------------|------------------|----------------|-----------------------|------------------------|---|---|--|
| 1. | Online MBA | 2 | 96 | 10+2-UG | Rs.15,000 per Semester | F No 31-5 2024 (DEB-II) - 11-02-2025 https://deb.ugc.ac.in/Uploads/Notices/Upload/UGC_20250723144432_1.pdf | NIL | 0 |


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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 | The CDOE was prepared to offer quality services to the ODL students by providing SLMs and also connecting the through student portal, Whatsapp, Emails, and Phone Calls. But No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | Uploaded |
| 2. | Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution | CDOE was prepared to organize PCP programmes at the end of the programme. No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 3. | Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality | The primary focus of any HEI is the teaching and learning process. When it comes to teaching, the CDOE has got qualified Professors, Associate Professors and Assistant Professors, with appropriate teaching experience in the HEI. The learners of our ODL programmes will be provided with the appropriate Self-Learning Materials and guidance to learn the concepts in the effective manner. No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |


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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) | The curriculum and syllabus of ODL programmes follow the same set of curriculum and syllabuses of the programmes offered in the conventional mode by following the Blooms Taxonomy Levels. The learning materials were developed in line with the concepts taught in the conventional mode. But No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 5. | Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement. | But No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 6. | Measures suggested to the authorities of Higher Educational Institution for qualitative improvement | CDOE suggests to the authorities of HEI that frequent audits have to be conducted on the functioning of CDOE through CIQA so as to offer high quality education to the odl students in the consistent manner. | |
| 7. | Implementation of its recommendations through periodic reviews | CDOE offers 2 ODL programmes by following the curriculum and syllabus of the programmes offered in the regular mode, with the proper approval of the statutory bodies such as BoS and ACM. No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 8. | Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such | No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | NIL as there are no admissions in ODL programmes |

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| | activities among all the stakeholders in Higher Educational Institution. | | |
| 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 | No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 10. | Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s). | No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 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 | The Programme Project Reports were created in accordance with the guidelines of UGC-DEB and they have been approved by the statutory authorities of the University. | https://ametuniv.ac.in/odl/2024/2.1.4a-b.pdf (Approval of the PPR by statutory bodies) |
| 12. | Mechanism to ensure the proper implementation of Programme Project Reports | The CDOE has ensured on the proper implementation of Programme Project Report (PPR) through the Academic Calendar, Curriculum, Fee Structure, Examination and Assessment System. Periodic academic meetings are held to ensure there is smooth implementation of the standards mentioned. | |

| | | | |
|-----|---|--|--|
| 13. | Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports. | The CDOE of the University has submitted the half-yearly CIQA report only since the odl programmes of the University were approved for the Calendar Year Batch of February 2024. No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 14. | Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market. | The University has started offering the ODL programmes after getting approval from UGC-DEB from February batch 2024 only. No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 15. | Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system. | The objective of CDOE is to offer a student centred system where the teaching and learning processes are improved using cutting-edge pedagogy and also through the academic flexibility to the learners of the ODL programmes through PCP. No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 16. | Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc. | The Academy of Maritime Education and Training (AMET) Deemed to be University, has obtained the NAAC grade of "A" with a score of 3.13 valid upto 12-09-2026 Year of assessment of NAAC :- 2021 | |
| 17. | Measures adopted to ensure internalisation and Institutionalization of quality enhancement practices through periodic accreditation and audit | The University has planned for the periodic annual academic audit at the end of the first year of the approval of the ODL Programmes. | |



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| 18. | Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines | The CDOE adheres strictly to the UGC-DEB's orders and circulars. The CDOE Director and Deputy Director coordinate with the commission's orders within the stipulated time. | |
| 19. | Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices. | The CDOE takes all possible efforts to setup quality benchmark so as to ensure the best practices are followed at all times of the teaching and learning process. The CDOE team connects with the industry and other academic institutions to ensure the quality education being offered to the learners of the ODL programmes along with the PCP. | |
| 20. | Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance. | The CDOE ensures the periodic convening of the departmental academic meeting, Board of Studies meeting, Seminars, Workshops, Student Orientation Programme, Feedback Analysis, Grievance Redressal Meetings, CIQA meeting. | |
| 21. | Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. (a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission. | The University has been granted with the approval for offering the ODL Programmes such as BBA and B.Com from February 2024 batch Only. Hence the FIRST half-yearly report of CIQA is submitted, though there are no admissions made in the ODL programmes. | |



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| 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 | All CIQA reports are duly approved by the competent authority. | |
| 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 | Appropriate Instructional Design has been designed and developed in accordance with UGC-DEB guidelines. No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 24. | Promoted automation of learner support services of the Higher Educational Institution | No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 25. | Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes | The CDOE seeks the assistance of the external experts for better functioning of the department and also to offer the services to the learners in the seamless manner. Moreover, the CDOE has enabled the validation of its activities through the external and internal reviewers. No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 26. | Coordinated with third party auditing bodies for quality audit of programme(s) | The annual audit will take place every year with the members from other departments and also from outside the University. No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |



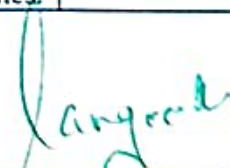
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| 27. | Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution | The University has been granted with NAAC A grade with a score of 3.13 valid upto 12-09-2026. For the subsequent assessment, the CDOE will submit a self-appraisal report to the authorities. | |
| 28. | Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein | The CDOE has planned to collaborate with the associations such as MCCI, AIMA | |
| 29. | Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability. | The CDOE will collaborate with the industries for increasing the employability of the learners. No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |


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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 Operational Plan, Goals and Policies | The CDOE has carefully organized the roles and responsibilities of the teaching non-teaching staff for the ODL programmes as per the stipulations and norms of the UGC-DEB and also AMET University. The department has recruited the appropriate number of faculty members, administrative staff members, technical staff members by following the guidelines of UGC-DEB and also by following the recruitment policy of AMET University. The organizational structure that governs the CDOE activities include a Director, Deputy Registrar, Assistant Registrar, Programme Coordinators, Course Coordinators. The strategic plan of the department is to offer quality odl education in the flexible manner. The operational plan of the department is to offer services to the students during weekends and also during public holidays so as to meet the set goals and policies. No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | https://ametuniv.ac.in/odl/2024/1.7.pdf (Appointment order of director, joining report, resume) |
| 2. | Articulation of Higher Educational Institution Objectives | The CDOE clearly states its vision, mission, programme objectives, course objectives, course articulation matrix in the curriculum and syllabus of | |

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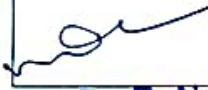
J. Rengamani 14
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| | | <p>the ODL programmes such as BBA and B.Com programmes and are also made available in the website. Each programme coordinator will ensure the smooth delivery of the programmes. The Programme Project Reports provide extensive details of the articulation of HEI objectives.</p> <p>But No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches.</p> | |
| 3. | <p>Programme Development and Approval Processes</p> <p>a. Curriculum Planning, Design and Development</p> <p>b. Curriculum Implementation</p> <p>c. Academic Flexibility</p> <p>d. Learning Resource Feedback System</p> | <p>The curriculum planning, design and development of academic programmes has been prepared following the guidelines and also with the approval of Board of Studies and Academic Council. It has the process, systems and structures in place to carry out these responsibilities. With the help of the academic calendar the curriculum planned will be executed accordingly.</p> <p>But No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches.</p> | <p>https://ametuniv.ac.in/odl/vv2.pdf (Curriculum model)</p> <p>https://ametuniv.ac.in/odl/csr7.pdf (PPR Approval Copies)</p> |
| 4. | Programme Monitoring and Review | <p>The Director of CDOE, Deputy Director, and Assistant Director along with the programme coordinators continuously review the smooth functioning of the ODL programmes in terms of content, weekend classes(PCP), and assessments as per the academic calendar.</p> <p>But No Students were</p> | |


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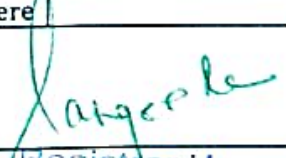
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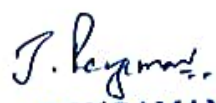
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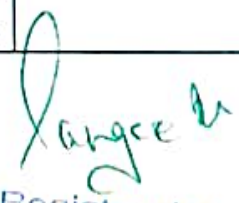

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| | | admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 5. | Infrastructure Resources | The students of the ODL programmes will be provided with excellent learning materials, self-learning materials, discussion forum and assessment. But No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 6. | Learning Environment and Learner Support | But No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 7. | Assessment and Evaluation | At AMET, the department has a robust evaluation through varied assessment tools including multiple choice questions, projects, reports, case-studies, presentations, and end term examinations, to suit the different learning outcomes expected of the course elements. This has been approved in the Academic council meeting. But No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 8. | Teaching Quality and Staff Development | Faculty are motivated to attend the faculty development program and other programs to improve the quality of their teaching. | |


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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 | At the beginning of every semester, an academic calendar will be issued to the learners and faculty members / staff members. It is mandatory to follow the events of the academic calendar. But No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 2. | Validation | Before the implementation of programmes, the curriculum and syllabus of ODL/OL programmes, Self-Learning Materials, and PPR are approved by the Board of Studies, Academic Council. The fee structure is approved by the Executive Council. As a summary, every document is approved by the competent authority. | |
| 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 | The Academy of Maritime Education and Training (AMET) Deemed to be University campus is the only examination centre for ODL programmes which is regulated and reviewed by the Superintendent, the Controller of Examinations, and Observers. The end semester examinations will be conducted using proctoring. The | |

| | | | |
|--|---|--|--|
| | Higher Educational Institution levels e. Reporting and Analytics by the Higher Educational Institution Periodic Review | examination report will be sent to the controller of examinations on every day basis by the superintendent and proctors for review and approval. The systematic review is done for the smooth functioning of the ODL examination. But No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
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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

Dr.J.Rengamani, Professor and Director, Centre for Distance and Online

Education, AMET Deemed to be University

<https://ametuniv.ac.in/odl2024/1.7.pdf> (Director appointment order, Joining report, Resume)

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:


The Human Resource and Infrastructural Requirements are updated as per the norms of UGC.

<https://ametuniv.ac.in/odl2025/A4-HR.pdf> (Approved List of Faculty for the ODL Programmes)

| Programmes Name | No. of Faculty required | No. of Faculty appointed | Complied Yes/No | If no. reason thereof |
|-----------------|-------------------------|--------------------------|-----------------|-----------------------|
| UG | 4 | 4 | Yes | |
| PG | 2 | 2 | Yes | |
| PGD | NA | NA | NA | |


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| 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 | Upload pdf |
| 1 | ODL MBA Shipping and Logistics Management | 2 | Dr.M.K.Ganesan Dr D Vettriselvan | Professor Associate Professor | PhD PhD | 18 15 | Regular / Rs.37400-67000 + 10000 Regular / Rs.37400-67000 + 9000 | |
| 2 | ODL BBA | 2 | Dr R Srinivasan Dr.Haroon Basha | Associate Professor Assistant Professor | PhD PhD | 30 8 | Regular / Rs.37400-67000 + 9000 Regular / Rs.15600-39100 + 6000 | |
| 3 | ODL BCom | 2 | Dr R Sathish Dr Fasahat NazirBuchoo | Associate Professor Assistant Professor | PhD PhD | 8 6 | Regular / Rs.37400-67000 + 9000 Regular / Rs.15600-39100 + 6000 | |



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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) | 2 |
| Computer Operator | 2 | 2 |
| Multi-Tasking Staff | 2 | 2 |

(<https://ametuniv.ac.in/odl2025/A4-HR.pdf>
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.



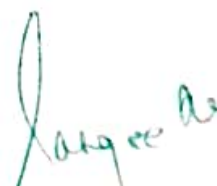
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Part – IV: Examinations

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

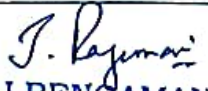
| S.No. | Provisions in Regulations | Whether complied Yes/No | If No, Reason thereof |
|-------|---|--|-----------------------|
| 1. | All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall 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, The exam centre will be the AMET Deemed to be University, Kanathur Campus | |
| 5. | The number of examination centres in a city or State must be proportionate to the student enrolment from the region | NA | |
| 6. | Building and grounds of the examination centre must be clean and in good condition. | Yes | |

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| 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 | |



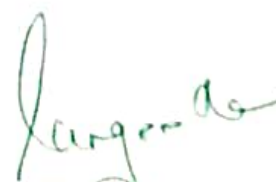
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4.2 Compliance status of 'Evaluation' and 'Certification' - As per Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

| 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. Proper guidelines will be followed and also will be shared with the students. | |
| 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. Proper evaluation policy is defined for both Continuous and End-Semester Examinations | |
| 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. | |


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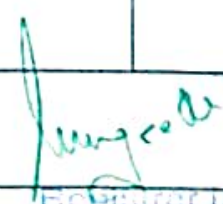
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| S.No. | Provisions in Regulations | Whether complied Yes/No If Yes, Upload relevant document | If No, Reason thereof |
|-------|--|--|-----------------------|
| 4. | The curricular aspects, assessment criteria and credit framework for the award of 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. The courses in the curriculum and syllabus have appropriate credits as that of the programmes offered in the conventional mode. Setting up of questions are also based on the Blooms Taxonomy Levels. | |
| 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 | |
| 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. The process of examination will be issued by the Controller of Examinations and followed as per the guidelines. Process of examination and guidelines are attached | |


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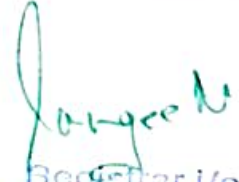
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| 9. | The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations. | Yes | |
| 10. | (a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure. | Yes, the examination centre shall have proper monitoring mechanism using CCTV recording. | |
| | (b) Availability of biometric system | Yes, Biometric system is available | |
| | (c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners | Not Applicable | |
| | (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 | Not Applicable as there is no batch for the ODL Programmes | |
| 11. | The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years | No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch | |
| 12. | (a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and | But No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| | (b) It shall be mandatory to have observer report submitted to the Higher Educational Institution | | |
| 13. | (a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted | Yes, But No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |


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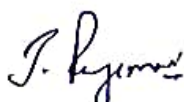

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| S.No. | Provisions in Regulations | Whether complied Yes/No If Yes, Upload relevant document | If No, Reason thereof |
|-------|--|--|-----------------------|
| | through proctored examination (pen- paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations. | | |
| | (b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution | Yes But No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |
| 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 | Not Applicable | Not Applicable |
| 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 | But No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of AY-24 and CY-25 batches. | |



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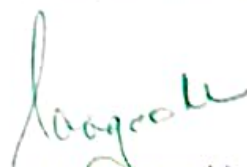
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| 17. | (a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable. iii. Other relevant details of the learner along with the Programme name. | Yes. All guidelines are followed while designing the degree. The sample degree is attached | |
| | (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. Samples of the backside of Mark sheet and Degree Certificate are attached | |

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

Not Applicable as there are no students enrolled in the current batch for the ODL Programmes

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 |
|--------------------|----------------|--------------------------|-----------------------------------|---|----------------------|-------------------------------------|
| AY-2024 batch | BBA | 0 | -- | -- | -- | -- |
| | B.Com | 0 | -- | -- | -- | -- |
| | MBA | 0 | -- | -- | -- | -- |
| CY-2025 batch | 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 |
| | BBA | 0 | -- | -- | -- | -- |
| | B.Com | 0 | -- | -- | -- | -- |
| | MBA | 0 | -- | -- | -- | -- |

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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's are prepared as per the guidelines of UGC-DEB and approved by the Academic Council of the University. It is mentioned in the regulations. Two programmes were approved in March 2024. The sample PPR is attached:

<https://drive.google.com/file/d/19mPJMs02Vm8M7sw75UVzovkZs171W0Uw/view?usp=sharing>

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 CDOE of AMET Deemed to be University deploys the Self Learning Materials, and other content including assessments. The subject experts and professionals were used to prepare the contents. The contents are prepared in a structured manner by using the corresponding syllabus. The discussion forum paves way for the students to clarify the doubts. The assessments are made by using formative and summative assessments. The assessments can be categorized as quizzes, assignments, management games, workshops, short seminars, continuous assessments, MCQs, short answer questions, and long-long answer questions.

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 Self Learning Materials are prepared with clear objectives, learning outcomes, questions for practice, glossary, summary, answer for short questions, web resources and reference materials. The programme coordinator coordinated the preparation of SLMs. The subject experts were the content writers and the contents were reviewed by another set of experts.

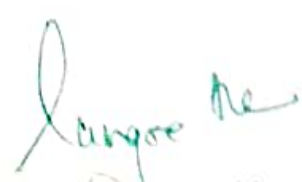
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Part - VI: Programme Delivery through Learner Support Centre (LSC)

6.1 Details of personal contact programmes implemented:

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

| S. No. | Programmes name | Centre Name | No. of centres conducted PCP | No. of PCP held every year | Total no. of students registered in the programme | No. of Students Attended on an average basis |
|--------|-----------------|------------------------------|---|----------------------------|---|--|
| 1 | BBA (UG) | AMET Deemed to be University | Nil (As No Student have joined the ODL Programme Yet) | 0 | 0 | 0 |
| 2 | BCom (UG) | AMET Deemed to be University | Nil (As No Student have joined the ODL Programme Yet) | 0 | 0 | 0 |

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.

NA

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 |
|--|---|--------------|-----------------------------------|
| NA | | | |

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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 | NIL | NIL | NIL |
| Audio-Video Material | NIL | NIL | NIL |
| Online Material | NIL | NIL | NIL |
| Compute based Material | NIL | NIL | NIL |

- The Self Learning Material was not delivered as there are no students in the ODL Programme

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


a. Provide details as under: NIL

| 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) |
|--------|----------------|-----------------------------------|------------------|--|------------------------|---------------------------------------|---|
| | NA | NA | NA | NA | NA | NA | NA |

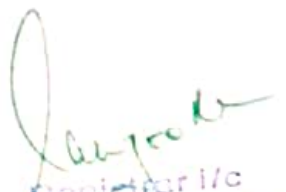
b. Upload approval of statutory authorities of the Higher Educational Institution:
Upload NA


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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. A copy of the joint declaration is attached. https://drive.google.com/file/d/184-73RIDAXg-bziA3Kok3xryD11N2BbH/view?usp=sharing | |
| 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. Link is given below: https://www.ametuniv.ac.in/odl2024/1.5.pdf | |
| 3. | Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities | UGC-DEB Approval: ODL: https://deb.ugc.ac.in/Uploads/Notices/Upload/UGC_20250812123630_1.pdf AICTE Approval: https://drive.google.com/file/d/12uUHksveiQ3PqkXErVlq_W9rIMPz7tdC/view?usp=sharing | |
| 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. Link is given below: https://www.aucdoe.in/ | |
| 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. Programm-wise details of 3 programmes are given below BBA https://www.aucdoe.in/bba.html B.Com https://www.aucdoe.in/bcom.html | |
| 6. | Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc. | Not Prepared As No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch | |


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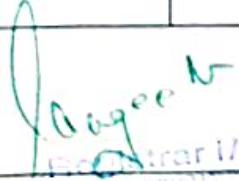
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| | | | |
|-----|--|---|--|
| 7. | The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any | Not Prepared As No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch | |
| 8. | Information regarding all the programmes recognised by the Commission | Yes. Link is given below: ODL programmes: https://deb.ugc.ac.in/Uploads/Notices/Upload/UGC_20250812123630_1.pdf | |
| 9. | Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded | NIL No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch | |
| 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. Link is given below. Approval was given for the First Batch in March 2024. https://ametuniv.ac.in/odl/2024.2.1.4/c-d.pdf | |
| 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. FAQs are available on the website https://aucdoe.in/faq.html | |
| 12. | List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes | NA - No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch | |
| 13. | List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes | NIL - No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of February 2024 Calendar Year Batch | |
| 14. | Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes | NIL - No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of February 2024 Calendar Year Batch | |
| 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 | NIL - No Students were admitted in the ODL mode of MBA, BBA and B.Com programmes of February 2024 Calendar Year Batch | |
| 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 | Only six months have elapsed after getting the approval. | |

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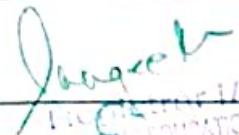
Part – VIII: Admission and Fees**8.1 Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

| 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 |
| 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: | Yes |


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

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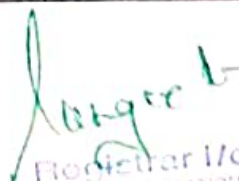
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|--------|--|-----|
| 8. (g) | Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular 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 |


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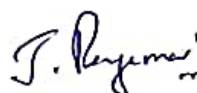

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| | | |
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| 13. | In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher 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 |



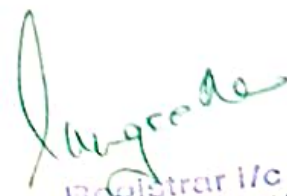
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Part – IX: Grievance Redressal Mechanism

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.

At CDOE, a grievance redressal committee has been constituted with members to oversee and resolve student's grievances within the stipulated time. The committee's main function is to ensure the identification of student's issues and challenges in the process of learning.

9.2 Details of Grievance received

| Numbers of Grievance Received | Numbers of Grievance Resolved |
|-------------------------------|-------------------------------|
| NIL | NIL |

9.3 Complaint Handling Mechanism

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

As per the guidelines, the students CDOE will be able to launch complaints through the web portal and can track the status of the resolution.

9.4 Details of Complaints received from UGC (DEB)

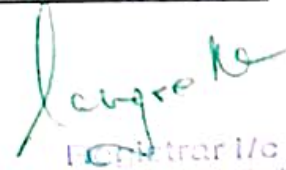
| Numbers of Complaint Received | Numbers of Complaint Resolved | Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No) |
|-------------------------------|-------------------------------|---|
| NIL | NIL | |


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Part – X: Innovative and Best Practices**10.1 Innovations introduced during academic year**

Yet to bring in major innovations as this is the genesis year and no admissions have been made in the ODL Programmes.

10.2 Best Practices of the HEI

Student Centered Practice of the course delivery. Examination will also be conducted as per the student's requirement.

10.3 Details of Job Fairs conducted by the HEI

NA – As there are no students in the ODL Programmes

10.4 Success Stories of students of ODL mode of the HEI

NIL

10.5 Initiatives taken towards conversion of SLM into Regional Languages

Since this being the first semester, efforts will be made in the forthcoming semesters.

10.6 Number of students placed through Campus Placements

NA – As no students have joined

10.7 Details of Alumni Cell and its activity

NA – As no students have joined the ODL batch

10.8 Any other Information

NIL

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: Dr. J. Rengamani

Seal:

Date: 22-08-2025

Dr. J. RENGAMANI, MBA., Ph.D.,

Director

Centre for Distance and Online Education (CDOE)

AMET Deemed to be University

Note: Kanathur, Chennai - 603112

Signature of the Registrar:

Name: Dr. V. Sangeetha Albin

Seal:

Date: 22-08-2025

Registrar i/c
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Kindly, print out of duly 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.

Signature
Dr. R. Nandhini

Director

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