

SRM Institute of Science and Technology

Centre for Internal Quality Assurance Assessment (2018-19)

A. Summary

Assessment	Total Marks	Marks Obtained
System Assessment	77	75
Expert Assessment	323	233.5
Total	400	308.5

B. Criteria-wise Marks

Sr No.	Domain	Marks	Percentage
1	LSC	8 out of 40	2 % out of 10%
2	Faculty	80 out of 80	20 % out of 20%
3	SLM + PPR	40 out of 60	10 % out of 15%
4	Website Info	33 out of 40	8.25 % out of 10%
5	CIQA functioning	31.5 out of 40	7.88 % out of 10%
6	Examination	70 out of 80	17.5 % out of 20%
7	Innovative Practices	12 out of 20	3 % out of 5%
8	Admission and Fees	20 out of 20	5 % out of 5%
9	Grievance	14 out of 20	3.5 % out of 5%
		Total 308.5 out of 400	77.12 % out of 100%

C. Marks – Grade Correlation

% Score	Grade
>= 90	Outstanding
>= 80	Excellent
>= 70	Very Good
>=60	Good
>=50	Average
>=40	Satisfactory
< 40	Unsatisfactory

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 02-01-2019 **Copy of the notification:** [View](#)

1.2 Composition of Centre:

Sr No	Nominations	Name	Designation	Specialization	Start Date	End Date
1	Head	Dr.R.Rajagopal	DIRECTOR DISTANCE EDUCATION		02-01-2019	09-11-2019
2	Member	Dr.K.Ramasamy	DIRECTOR FACULTY AND ACADEMIC		02-01-2019	09-11-2019
3	Member	Dr.JyothiKumar	Dean	Science & Humanities	02-01-2019	09-11-2019
4	Member	Dr.V.M.Ponniah	Dean	Management	02-01-2019	09-11-2019
5	Member	Prof. G. Augustine Maniraj Pandian	Dean	IQAC	02-01-2019	09-11-2019
6	Member	Dr.Rajiv Sukumaran	HOD	CENTRE FOR ADVANCED RESEARCH IN EDUCATION	02-01-2019	09-11-2019
7	Member	Dr.Sridhar Krishnasamy	Deputy Dean	Science & Humanities	02-01-2019	09-11-2019

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	CIQA MEETING REGISTRAR		04-01-2019	10-01-2019	View

1.4 Details of actions taken based on Objectives and Functions of CIQA:

Sr No	Function	Action taken by HEI	Marks
1	Maintenance of Quality in the services provided to the learners	<p>Distance education requires an active engagement with the learners throughout their learning process. In order to compensate the lack of face to face teaching-learning to a large extent, we need to provide them qualitative services in both delivery of learning material and partial synchronous activity. The students in SRM IST are kept informed about all the academic and administrative processes and their time-lines so as to enable them to phase their learning effectively. Quality is maintained through intense planning and execution of every academic process including preparation of PPR, SLMs, and conducting of PCPs. The CIQA is the nodal body in all these exercises and very concerted and effective monitoring is done by it. The Learner Support Centres are constantly monitored for their efficiency and adherence to the guideline of the UGC/ODL 2017 regulations.</p>	1.5 out of 2
2	Continuous improvement	<p>The students of ODL at SRM IST are monitored for their continuous progress through their assignments and attendance in PCPs. The Academic Coordinator and counsellors are also in constant touch with them. Students are encouraged to form groups in social media for exchange of information. The peer group influence on individual students is found to be a deterrent in students giving up their studies half way. Counselling in person or over telephonic conversations has been found to be</p>	1 out of 2

3	Identification of the key areas in which the HEI should maintain quality	<p>extremely useful in monitoring the progress of the students. The students are also encouraged to follow certain web based sources to keep themselves abreast of the latest developments. Some of the key areas where the HEI should maintain quality are: 1) Pre-enrolment counselling 2) Transparency in admission process 3) Preparedness in academic delivery systems 4) Ensuring quality in preparing SLMs 5) Qualitative engagement of students during PCPs 6) Meaningful academic counselling 7) Error-proof examination process 8) Timely dissemination of information to the students 9) Wherever possible, value additions to the Student support services The Directorate of Distance Education in SRM IST has ensured the adherence to the above norms.</p>	2 out of 2
4	Dissemination of information on quality assurance	<p>From the outset, the Directorate of Distance Education at SRM IST makes it very clear to the students that there will not be any compromise in the quality of ODL deliverance. The eligibility criteria, the academic processes, time-lines and other processes are made very transparent through the SRM IST website. The payment details and the mode of payment have been exhibited in the website. The CIQA is actively engaged in all the quality parameters being applied and monitored. The role of CIQA and its functions are also found in the website All the academic activities are informed well in advance either through the student portal or by individual communication. The Regulations, curriculum and the syllabus of a particular programme are available in the website. The PPR is also made available in the website</p>	2 out of 2
5	Mechanisms for interaction and obtaining feedback	<p>1) There is an inbuilt system in the ERP of SRM IST for student feed-back. 2) Students are also encouraged to contact the Grievance Cell if their issues are not addressed within a time limit. 3) They are told to contact the Director or other officials for any specific matter. 4) The Academic Coordinator keeps in touch with them constantly to understand and redress their issues. 5) Feedback from the Learner Support Centres are also attended to immediately and the action taken is communicated through the centres.</p>	1 out of 2
6	Measures for qualitative improvement	<p>Some of the measures taken by SRM IST for qualitative improvement of distance education has been given below: 1) Constant interaction with the experts in the subjects to know about new developments 2) To get in touch with other HEIs offering ODL programmes to know about the best practices followed. 3) Participation in conferences, seminars or workshops on ODL to fine tune the delivery methodologies. 4) Getting feedback from the stakeholders like learners, parents, academicians, experts and administrators to improve the processes. 5) Developing data bases on the actual performances of students and build our strategies for future.</p>	1 out of 2
7	Ensuring Implementation of its recommendations through regular monitoring	<p>1) A monitoring committee with the following members has been constituted by the CIQA to monitor and suggest measures for implementation: a) Dr. Ramasamy, Director, Faculty and Academic, SRM IST b) Dr. Ponniah, Dean, Faculty of Management, SRM IST c) Dr.Jothikumar, Dean, Faculty of Science and Humanities, SRM IST 2) The committee meets periodically to assess all the quality parameters with regard to ODL programmes and makes its recommendations to the CIQA for adoption. 3) The committee may call for such information or</p>	2 out of 2

documents which it may deem fit to arrive at its recommendations from the Directorate of Distance Education or from the HEI in general. 4) The committee may interact with the students and monitor the PCP. 5) The committee may also suggest improvement in preparing the SLM

1) The CIQA is the nodal body of ODL programmes in any HEI and would ensure the participation of all the stakeholders in the quality enhancement process. 2) The stakeholders are Learners, parents, academicians, the HEI, administrators and the public at large. 3) The activities of DDE have a bearing on every stakeholder and there should be a mechanism to coordinate the interests of all. 4) SRM IST keeps interacting with each stakeholder at different points and creates an atmosphere of free flow of communication. 5) The system in SRM IST is transparent and we ensure that every stakeholder has a role to play in building up a fool-proof system.

Apart from the five programmes approved by the UGC for the academic session, 2018-19, seven new programmes were proposed for the 2019-20 academic year. These programmes were: 1) MBA 2) M.Com. 3) M.A (Journalism and Mass Communication) 4) BA (Bharathanatyam) 5) BA (Music) 6) M.Sc. (yoga for Human Excellence) 7) Diploma in Yoga for Human Excellence The PPRs were prepared by the academic team and placed before the CIQA for approval. Later the same was placed in the Academic Council held on 29/03/2019 and were approved. The programmes introduced were notified for the academic session 2019-20 after SRM IST was included in the list of Category I HEIs approved to offer ODL programmes in May, 2019

Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes Since the number of students admitted in each programme for 2018-19 session and calendar year, 2019 were less there was no elaborate statistical analysis indulged in. The feedback from the students on different aspects of delivery system in ODL was obtained. There was a great degree of satisfaction expressed by them. Since the sample size is small, we have not drawn any specific conclusions. But for the year 2019-20, the data is obtained using reliable statistical tools and will be released at the end of the year

8 Ensuring Participation of stakeholders

1 out of 2

9 Preparation of Programme Project Report and Information regarding any new programmes launched

2 out of 2

10 Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes

1 out of 2

Total Marks 14.5 out of 20

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View	Marks
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	View	1.5 out of 1.5
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View	1.5 out of 1.5
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?MvcHtmlString.Create(Whether annual plans for quality enhancement were prepared and their	Yes	View	1 out of 1.5
				1 out of

4	implementation ensured?	Yes	View	1.5
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	View	1 out of 1.5
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	No	-	0 out of 1.5
7	Whether all the learning centres were operationalized with prior approval of CIQA?	Yes	View	1.5 out of 1.5
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	View	1.5 out of 1.5
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	View	1.5 out of 1.5
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	View	1.5 out of 1.5
			Total Marks	12 out of 15

1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

The following measures have been taken implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode: 1) Common curriculum, syllabus and Regulations and also common examinations for both conventional and ODL programmes have been introduced for 50% of the programmes offered through ODL as per the UGC circular. 2) The SLMs have been prepared mostly in house and the Faculty belonging to the regular departments are involved in most of the academic exercises of the Directorate of Distance Education. 3) The PCPs are also handled by the regular department faculty thus ensuring the same level of instruction for both the on campus and ODL students. 4) The ODL students can have access to the department as well as general library facilities. 5) The ERP related services are also made available to the ODL students 6) All the ICT facilities extended to the regular students are being used by the ODL students also.

Mechanism Implemented

Total Marks **5 out of 5**

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	SRM IST KATTANKULATHUR	29-12-2018	15
2	SRM IST KATTANKULATHUR	30-12-2018	15
3	SRM IST KATTANKULATHUR	19-01-2019	14
4	SRM IST KATTANKULATHUR	20-01-2019	12
5	SRM IST KATTANKULATHUR	26-01-2019	9
6	SRM IST KATTANKULATHUR	27-01-2019	7
7	SRM IST KATTANKULATHUR	02-02-2019	9
8	SRM IST KATTANKULATHUR	03-02-2019	9
9	SRM IST KATTANKULATHUR	29-06-2019	17
10	SRM IST KATTANKULATHUR	30-06-2019	15
11	SRM IST KATTANKULATHUR	06-07-2019	14
12	SRM IST KATTANKULATHUR	07-07-2019	17

13	SRM IST KATTANKULATHUR 20-07-2019	15
14	SRM IST KATTANKULATHUR 21-07-2019	13
15	SRM IST KATTANKULATHUR 27-07-2019	17
16	SRM IST KATTANKULATHUR 28-07-2019	16

Details of programmes

**Total 3 out
Marks of 3**

1.9 Describe the details of in-semester and end semester assessments/examinations conducted with the actions taken to ensure sanctity of the examinations:

Sr No	Objective	Yes/No	Marks
1	Whether examination centre centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	Yes	1 out of 1
2	Whether the number of examination centres in a city or State are proportionate to the student enrollment from the region	Yes	1 out of 1
3	Whether building and grounds of the examination centre are clean and in good condition	Yes	1 out of 1
4	Whether the examination centre have an examination hall with adequate seating capacity and basic amenities	Yes	1 out of 1
5	Whether fire extinguishers are in working order, locations well marked and easily accessible. Further, are emergency exits clearly identified and clear of obstructions	Yes	1 out of 1
6	Whether the examination centre provides adequate lighting, ventilation and comfortable seating. Further, is the safety and security of the examination centre ensured	Yes	1 out of 1
7	Whether restrooms located in the same building as the examination centre, and restrooms are clean, supplied with necessary items, and in working order	Yes	1 out of 1
8	Whether the provision of drinking water is made for learners	Yes	1 out of 1
9	Whether adequate parking is available near the examination centre	Yes	1 out of 1
10	Whether facilities for Persons with Disabilities are available	Yes	1 out of 1
Total			10 out of 10

1.10 Total Students enrolled & fees during Academic Session 2018-19 :

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	UG	BACHELOR OF ARTS - ENGLISH	1	3000
2	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	6	3000
3	July	UG	BACHELOR OF COMMERCE	2	3000
4	July	UG	BACHELOR OF ARTS - JOURNALISM AND MASS COMMUNICATION	4	3000
5	July	PG	MASTER OF ARTS - ENGLISH	1	4000
6	January	UG	BACHELOR OF ARTS - ENGLISH	2	3000
7	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	6	3000
8	January	UG	BACHELOR OF COMMERCE	2	3000
			BACHELOR OF ARTS - JOURNALISM AND MASS		

9	January	UG	COMMUNICATION	5	3000
10	January	PG	MASTER OF ARTS - ENGLISH	3	4000
			Total	32	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2018-19:

Number of programmes recognized from July, 2018 academic session and a copy of the UGC recognition letter:

Number of programmes: 5

Copy of the UGC recognition letter: [View](#)

Number of programmes recognized from January, 20 19 academic session and a copy of the UGC recognition letter:

Number of programmes: 5

Copy of the UGC recognition letter: [View](#)

2.2 Number of programmes started as per clause 1(v) of Regulation 8 of UGC(ODL) Regulations, 2017:

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	25-10-2017	F.NO:2-8/2018(DEB- 2 II)	2	4	1	0	5
2	July	UG	BACHELOR OF COMMERCE	3 Years	25-10-2017	F.NO:2-8/2018(DEB- 2 II)	2	3	1	0	4
3	July	UG	BACHELOR OF ARTS - JOURNALISM AND MASS COMMUNICATION	3 Years	25-10-2017	F.NO:2-8/2018(DEB- 2 II)	2	6	2	0	8
4	July	PG	MASTER OF ARTS - ENGLISH	2 Years	25-10-2017	F.NO:2-8/2018(DEB- 2 II)	2	4	1	0	5
5	January	UG	BACHELOR OF ARTS - ENGLISH	3 Years	25-10-2017	F.NO:2-8/2018(DEB- 3 II)	3	1	1	0	2
6	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	25-10-2017	F.NO:2-8/2018(DEB- 3 II)	3	2	0	0	2
7	January	UG	BACHELOR OF COMMERCE	3 Years	25-10-2017	F.NO:2-8/2018(DEB- 3 II)	3	1	0	1	1
8	July	UG	BACHELOR OF ARTS - ENGLISH	3 Years	25-10-2017	F.NO:2-8/2018(DEB- 2 II)	2	2	0	0	2

9	January	UG	BACHELOR OF ARTS - JOURNALISM AND MASS COMMUNICATION	3 Years	25-10-2017	II) F.NO:2-8/2018(DEB- 3 II)	3	1	0	4
10	January	PG	MASTER OF ARTS - ENGLISH	2 Years	25-10-2017	II) F.NO:2-8/2018(DEB- 3 II)	1	1	0	2

2.3 LSC wise enrolment details

1 . Name of College/institute where LSC is established: Not Operationalised for 2018 JULY AND 2019 JANUARY

Address of College/institute where LSC is established: Not Operationalised for 2018 JULY AND 2019 JANUARY

Name of HEI to which College/institute is affiliated (where LSC is established): Not Operationalised for 2018 JULY AND 2019 JANUARY

Whether the College/institute is private or Govt (where LSC is established): Private

Coordinator Details: Not Operationalised for 2018 JULY AND 2019 JANUARY (Not Operationalised for 2018 JULY AND 2019 JANUARY) and Contact: Not Operationalised for 2018 JULY AND 2019 JANUARY

Programmes offered: BACHELOR OF ARTS - ENGLISH, MASTER OF ARTS - ENGLISH, BACHELOR OF BUSINESS ADMINISTRATION, BACHELOR OF COMMERCE, BACHELOR OF ARTS - JOURNALISM AND MASS COMMUNICATION, BACHELOR OF ARTS - ENGLISH, MASTER OF ARTS - ENGLISH, BACHELOR OF BUSINESS ADMINISTRATION, BACHELOR OF COMMERCE, BACHELOR OF ARTS - JOURNALISM AND MASS COMMUNICATION

Total enrolled student: 0

No. of Counsellors: 1

Sr No	Counsellor Name	Qualification	Contact Details
1	Dr.Dilipan	MCA, PhD	9367423297

LSC wise enrolment details

	Total Marks
College or Institute affiliated to a recognized university(other than a Private University)	0 out of 5
Qualified Co-ordinators	0 out of 5
Qualified Counsellors	0 out of 5
LSCs within territorial jurisdiction	0 out of 5
Total Marks	0 out of 20
Total enrolled students per counsellor (100:1)	Total Marks 5 out of 5

Part - 3:Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	July	UG	BACHELOR OF BUSINESS	6	6	5	100	100

			ADMINISTRATION					
2	July	UG	BACHELOR OF COMMERCE	0	2	2	100	50
3	July	UG	BACHELOR OF ARTS - JOURNALISM AND MASS COMMUNICATION	0	4	4	100	100
4	July	PG	MASTER OF ARTS - ENGLISH	5	1	1	100	100
5	July	UG	BACHELOR OF ARTS - ENGLISH	0	1	1	100	100
6	January	UG	BACHELOR OF ARTS - ENGLISH	0	1	2	100	100
7	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	6	4	4	50	50
8	January	UG	BACHELOR OF COMMERCE	0	0	1	0	0
9	January	UG	BACHELOR OF ARTS - JOURNALISM AND MASS COMMUNICATION	0	3	4	100	100
10	January	PG	MASTER OF ARTS - ENGLISH	0	2	2	50	50

Percentage of student passed

Total Marks 9 out of 10

Percentage of students passed in first class

Total Marks 9 out of 10

Total Marks 18 out of 20

Part - 4.1: Compliance status of Regulations 7 of UGC(ODL) Regulations, 2017 – Self-regulation through disclosures, declarations and reports:

Sr No	Provision	Yes/No with explicit link address	Marks
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes https://www.srmist.edu.in/distance-education-directorate/ugc/	3 out of 3
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning mode	Yes https://www.srmist.edu.in/distance-education-directorate/ugc/	3 out of 3
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes https://www.srmist.edu.in/distance-education-directorate/ugc/	3 out of 3
4	Programme details including brochures or programme guides with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes https://www.srmist.edu.in/distance-education-directorate/ugc/	3 out of 3

5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes https://www.srmist.edu.in/distance-education-directorate/ugc/	3 out of 3
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes https://www.srmist.edu.in/distance-education-directorate/ugc/	3 out of 3
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	Yes https://www.srmist.edu.in/distance-education-directorate/ugc/	0 out of 3
8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the 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 https://www.srmist.edu.in/distance-education-directorate/ugc/	3 out of 3
9	Information regarding any new programmes launched and those proposed for the next two years	Yes https://www.srmist.edu.in/distance-education-directorate/ugc/	2 out of 2
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes https://www.srmist.edu.in/distance-education-directorate/ugc/	3 out of 3
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes https://www.srmist.edu.in/distance-education-directorate/ugc/	2 out of 3
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	Yes https://www.srmist.edu.in/distance-education-directorate/ugc/	2 out of 2
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	Yes https://www.srmist.edu.in/distance-education-directorate/ugc/	3 out of 3
14	List of the 'Examination Centres' along with the number of students in each centre 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	Yes https://www.srmist.edu.in/distance-education-directorate/ugc/	3 out of 3
Total Marks			33 out of 40

Part - 4.2: HEI shall mention the process followed for monitoring of Examination to ensure sanctity of examinations, including the following:

i) No. of examination centres inspected dusing conduct of exam.

ii) No. of cases of unfair means reported.

iii) Disciplinary action taken.

iv) Detail of observer of the examination centres appointed by HEI and its reports.

- i) The End Semester Examination for 2018-19 Academic year and 2019 Calendar Year students were conducted in only one centre in the HEI Head Quarter. There were invigilators, Chief Superintendent, and an observer to monitor the exam. Process.
 ii) There was no case of unfair means reported
 iii) The occasion didn't call for that
 iv) One observer from among the faculty supervised the whole proceedings of the examination and gave a report to the Controller of Examinations each day of Examination. Sealed question Paper packet would be opened only by him 10 minutes before the commencement of the examination.

Processes	Marks
No. of examination centres inspected dusing conduct of exam	2 out of 2
No. of cases of unfair means reported	2 out of 2
Disciplinary action taken	0 out of 2
Total Marks	4 out of 6

Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - VI of UGC(ODL) Regulations, 2017:

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

1 . BACHELOR OF BUSINESS ADMINISTRATION

Academic Session: July Level: UG

No. of Fulltime
Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.G.VENUGOPALAN (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 10 Months Industrial: 20 Months	70000
2	P.B.GOVINDARAJAN (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 9 Months Industrial: 2 Months	50000

2 . MASTER OF ARTS - ENGLISH

Academic Session: July Level: PG

No. of Fulltime
Dedicated Faculty: 3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.R.Rajagopal (Professor)	Regular	10/10/2018	Teaching: 35 Months Industrial: 0 Months	100000
2	Dr.S.Madhavan (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 14 Months Industrial: 0 Months	55000
3	Dr.S.B.Lavanya (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 11 Months Industrial: 0 Months	50000

3 . BACHELOR OF ARTS - ENGLISH

Academic Session:January Level: UG No. of Fulltime Dedicated Faculty:3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.R.Rajagopal (Professor)	Regular	10/10/2018	Teaching: 35 Months Industrial: 0 Months	100000
2	Dr.S.Madhavan (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 14 Months Industrial: 0 Months	55000
3	Dr.S.B.Lavanya (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 11 Months Industrial: 0 Months	50000

4 . BACHELOR OF BUSINESS ADMINISTRATION

Academic Session:January Level: UG No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.G.VENUGOPALAN (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 10 Months Industrial: 20 Months	70000
2	P.B.GOVINDARAJAN (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 9 Months Industrial: 2 Months	50000

5 . BACHELOR OF COMMERCE

Academic Session:January Level: UG No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.R.SRIDHARAN (ASSOCIATE PROFESSOR)	Regular	10/10/2018	Teaching: 16 Months Industrial: 0 Months	70000
2	Dr.Hemanathan (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 11 Months Industrial: 0 Months	50000

6 . BACHELOR OF ARTS - ENGLISH

Academic Session:July Level: UG No. of Fulltime Dedicated Faculty:3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.R.Rajagopal (Professor)	Regular	10/10/2018	Teaching: 35 Months Industrial: 0 Months	100000
2	Dr.S.Madhavan (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 14 Months Industrial: 0 Months	55000
3	Dr.S.B.Lavanya (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 11 Months Industrial: 0 Months	50000

7 . BACHELOR OF COMMERCE

Academic Session:July Level: UG No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.Sridharan (Associate Professor)	Regular	10/10/2018	Teaching: 16 Months Industrial: 0 Months	70000
2	Dr.Hemanathan (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 11 Months Industrial: 0 Months	50000

8 . BACHELOR OF ARTS - JOURNALISM AND MASS COMMUNICATION

Academic Session:July Level: UG No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	K.R.SHIVASANKARAN (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 11 Months Industrial: 0 Months	50000
2	ARJUN KUMAR (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 12 Months Industrial: 0 Months	50000

9 . BACHELOR OF ARTS - JOURNALISM AND MASS COMMUNICATION

Academic Session:January Level: UG No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
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1	K R SHIVASANKARAN (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 11 Months Industrial: 0 Months	50000
2	ARJUN KUMAR (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 12 Months Industrial: 0 Months	50000

10 . MASTER OF ARTS - ENGLISH

Academic Session: January Level: PG No. of Fulltime Dedicated Faculty: 3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.R.Rajagopal (Professor)	Regular	10/10/2018	Teaching: 35 Months Industrial: 0 Months	100000
2	Dr.S.Madhavan (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 14 Months Industrial: 0 Months	55000
3	Dr.S.B.Lavanya (ASSISTANT PROFESSOR)	Regular	10/10/2018	Teaching: 11 Months Industrial: 0 Months	50000

Compliance status**Marks**

Adequacy

4 out of
2

Qualified

0 out of
2

Experienced

4 out of
4

Total Marks 80 out
8 marks/programme of 80

Part - 6: Compliance status of ‘Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy’ – As per Annexure - VII of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Learning material (Print Media), Audio-Video Material: Quality Standards, Online Material: Quality Standards, Computer-based material: Quality Standards and Curriculum and Pedagogy: Quality Standards, as mentioned in the Annexure-VII of the Regulations.

- 1) The SLM writers were instructed to adhere to the guidelines provided in annexure VI of the UGC ODL Regulations, 2017.
- 2) The SLMs are self-explanatory, illustrative and lucid.
- 3) The difficulty of the learners has been kept in mind and there are self-check questions at the end of every unit.
- 4) There are directions in the SLMs for self-directed learning.
- 5) Wherever, audio-visual material is to be provided as a supplement, to the printed SLM, it has been done.
- 6) Students are provided with digital form of SLMs on a regular basis.
- 7) References to outside links for further information are also provided.
- 8) Full-fledged online delivery facilities are being created and will become operational soon.

Compliance status**Marks**

Learning Material (Print)

4 out of
4

Audio-Video Material

0 out of
4

Online Material

0 out of
4

Computer based Material

0 out of
4

Curriculum & Pedagogy

4 out of
4

Total Marks 8 out of
20

Part - 7: Compliance status of ‘Guidelines on preparation of Self-learning Material’ – As per Annexure - VIII of UGC (ODL) Regulations, 2017:

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.

SRM IST follows the institutional process in ensuring strict adherence to the quality in preparation of SLMS as provided in the UGC ODL Regulations, 2017. The syllabus, curriculum, regulation and the PPR of a particular programme proposed to be offered through ODL are placed before the Board of Studies for that programme in the regular mode. The resolution so adopted gets approved in the Faculty Board meeting and then is placed before the CIQA and Academic Council for final approval. After the Academic Council approval, the Directorate of Distance Education identifies the SLM writers, based on their experience and expertise. Intimations are sent to the individual writers for their consent and on receiving their consent, the Director, DDE sends the official communication to them with clear time-lines and other instructions. On receiving the soft copies of SLM, they are sent to subject experts for assessment of quality aspects of the SLMs and the CIQA would review the process and based on its recommendation, the SLM writers are asked to revise, add or edit portions of SLM. Printing of SLM in the format as prescribed in the UGC ODL Regulations, 2017 takes place.

Compliance status	Total Marks
Process formulated	7 out of 10
Process implementation including approval of its statutory authorities	10 out of 10
Total Marks	17 out of 20

Part - 8: Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - IX of UGC(ODL) Regulations, 2017:

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.

The PPRs for the individual programmes proposed to be offered are prepared in advance before they are placed in the Board of Studies of the department concerned. The guidelines and the objectives of the programme are clearly explained to the academic team which includes faculty from the DDE, faculty from the regular department and external experts. The draft PPR is discussed in the BOS and any suggestions or improvement mooted are incorporated before the approval is given. The learners’ difficulties are borne in mind in the finalisation of PPR. The BOS passed PPR is discussed again in the Faculty Board meeting and gets accepted for further process. The PPR then is placed in the Academic Council along with curriculum, syllabus and Regulation for approval. After the approval of the A.C.it is published and put into practice.

Compliance status	Total Marks
Process formulated	5 out of 10
Process implementation including approval of its statutory authorities	10 out of 10
Total Marks	15 out of 20

Part - 9: Compliance status of ‘Guidelines on Learner Support Centre’ – As per Annexure - X of UGC(ODL) Regulations, 2017:

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.

SRM IST has not operationalized any LSCs for 2018-19 or calendar year 2019. We propose to open LSCs in SRM IST campuses in Vadapalani, Ramapuram and Trichy from 2020 Calendar year. The details will be provided in the next submission of Mandatory disclosures.

Compliance status	Marks
Process followed for Identification of LSCs	0 out of 4
Approval of the LSCs by CIQA	0 out of 4
Approval of the LSCs by its Statutory Authorities	0 out of 4
Total Marks	0 out of 12

Part - 10: Compliance status of ‘Grievance Redressal Mechanism’ – As per Annexure - XI of UGC (ODL) Regulations, 2017:

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.

SRM IST has a well-developed Grievance Redressing Mechanism for the on campus students. The same would be extended to the ODL students. Students of ODL are provided with all the information in the website of SRM IST as well as in the prospectus. The admission and academic processes are made available to the students by means of e-mail, web sources and social media. There is an academic coordinator who communicates to the students every activity of the Directorate of Distance Education. The students are provided with the important telephone numbers and are encouraged to call and register their needs. We are receiving very good feedback from the students about quick responses from SRM IST on their requests/demands. The syllabus of a particular course in BA (Journalism and Mass communication) was modified following a request for that.

Mechanism for Grievance Redressal	Total	14 out
Type of grievances received	Marks	of 20
Actions taken		

Part - 11: Compliance status of 'Evaluation and Certification' – As per Regulations 13 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No	Marks
1	There shall be home assignments, students’ response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown separately in the grade card)	Yes	2 out of 2
2	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	2 out of 2
3	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 approved by the Higher Educational Institution	Yes	2 out of 2
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held in a subject unless	Yes	2 out of

	the Higher Educational Institution is satisfied that at least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for “Term End Examination” shall not be less than 70%.		2
5	The ‘Examination Centre’ shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes	2 out of 2
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	Yes	2 out of 2
7	The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and 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.	Yes	2 out of 2
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	Yes	2 out of 2
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes	2 out of 2
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes	2 out of 2
11	It shall be mandatory for the Higher Educational Institution to mention ‘Date of Admission’ and ‘Date of Completion’ on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes	2 out of 2
		Total Marks	22 out of 22

Part - 11.2: Observer Report

View

Observer Report

Total Marks **16 out of 22**

Part - 12: Compliance status of 'Admissions and Fees' – As per Regulations 12 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No	Marks
	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 -		
1	<ul style="list-style-type: none"> i. as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; ii. with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; iii. only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution. 	Yes	1 out of 1

2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes	1 out of 1
3	The fee waiver for Scheduled Caste, Scheduled Tribe and Persons with Disabilities category of students shall be in accordance with the instructions or orders issued by Central Government or State Government	Yes	1 out of 1
4	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 headquarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of students:	Yes	1 out of 1
	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		
	The 'Every Higher Educational Institution shall –		
5	<ul style="list-style-type: none"> i. record Aadhaar details or other Government identifiers of learner; ii. maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; iii. exhibit such records on its website iv. The Commission in its 543rd Meeting has decided that Aadhar details of learners should not be exhibited on the public domain. This is for information and compliance by the HEIs. 	Yes	1 out of 1
6	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus 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. '7' to '17' below	Yes	1 out of 1
7	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, and the other terms and conditions of such payment	Yes	1 out of 1
8	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 course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes	1 out of 1
9	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes	1 out of 1
10	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution	Yes	1 out of 1
11	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes	1 out of 1
12	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 course or programme of study and the amount of fee to be paid for the admission test	Yes	1 out of 1
13	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 part time or visiting or contractual basis	Yes	1 out of 1
14	Pay and other emoluments payable for each category of teachers and other employees	Yes	1 out of 1
15	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes	1 out of 1
16	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational	Yes	1 out of 1

	Institution, as the case may be, for every course or programme of study		1
17	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes	1 out of 1
19	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 course or programme of study conducted by it	Yes	1 out of 1
	No Higher Educational Institution shall, issue or publish-		
	i. 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; or		
20	ii. 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 authorized 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	1 out of 1
21	On being granted recognition under clause (i) of sub-regulation (4) of regulation 3, a Higher Educational Institution shall admit students to its approved programmes only from the academic session specified in the recognition order	Yes	1 out of 1
		Total Marks	20 out of 20

Part - 13: Innovation and Best Practices

i) Innovation introduced during academic year

SRM IST was granted approval to offer ODL programmes in October, 2018. Only five programmes were approved and the Standard Operating Procedure as envisaged in the UGC ODL 2017 Regulations were followed. SRM IST has a well-defined online admission process which were used for admitting students for ODL also. The students of ODL in SRM IST were provided with Identity Cards which could be used by the students to use the campus facilities and infrastructure PCPs were conducted in the smart class rooms of SRM IST and students were very happy All examination processes were done through ERP and the results were published within a fortnight from the last day of examination.

ii) Give Best Practices of Institution

Give Best Practices of Institution SRM IST is one of the top ranked institutions in the country and we want to innovate and improve. The ODL programmes were started in 2018 and the following processes are going on to maximise learner participation and enhance learning: 1) An LMS platform has been created which would be put into practice from 2019-20 2) E-Curricula have been developed for many programmes and it would be fully operational in 2019-20 3) Video lectures, web-casting and interactive delivery are being implemented. 4) Using social media for peer group interaction and for teacher-student interaction is already in place. 5) Continuous monitoring of the progress of the students and a good feed- back process are being implemented.

iii) Any other Information

SRM IST wants to be a top notch institution in the field ODL and will adopt the best practices available. There has been a huge investment in providing quality distance education and furthering it in SRM IST. SRM IST will strictly

adhere to all the quality parameters indicated in the UGC ODL Regulations, 2017.

Processes

Marks

Innovation introduced during academic year

2 out of
5

Give Best Practices of Institution

3 out of
5

**Total Marks 5 out
of 10**

Part - 14: Plan of Institution for next year

SRM IST got recognition from the UGC in October, 2018 to offer ODL programmes. We are planning to have a number of measures to enhance the qualitative aspects of ODL delivery in SRM IST in the ensuing semesters. 1) To make the subject content more interactive and make learners more participative. 2) Using LMS extensively to ensure learner participation in knowledge acquisition. 3) Continuous monitoring of learner's progress and intervention to maximise the outcome. 4) Making LSCs to contribute more in learning outcome by proper counselling and ensuring retention. 5) Making the feedback mechanism an integral part of student ERP and encourage students to contribute to the development of the system. 6) To reduce learner resistance in every aspect of distance learning.

Plan of Institution for next year

**Total 7 out
Marks of 10**