



TAMIL NADU OPEN UNIVERSITY

No - 577, Anna Salai, Saidapet, Chennai - 600 015

(A State Open University established by the Government of Tamil Nadu, Recognised by UGC-DEB, Approved by AICTE, RCI & NCTE, Accredited by NAAC with A+ Grade.)



CIQA – ANNUAL REPORT 2023 – 2024



HEI ID:HEI-U-0482

Name of HEI:TNOU

Type of HEI:OU

Annual Report

OF

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

PROGRAMMES UNDER

**OPEN AND DISTANCE LEARNING
MODE**

<2023-24>

Contents

Part – I: General Information	3
Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning.....	11
Part – III: Human Resources and Infrastructural Requirements.....	40
Part – IV: Examinations	48
Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)	56
Part – VI: Programme Delivery through Learner Support Centre (LSC)	58
Part – VII: Self Regulation through disclosures, declarations and reports	61
Part – VIII: Admission and Fees	64
Part – IX: Grievance Redressal Mechanism	70
Part – X: Innovative and Best Practices.....	72
DECLARATION.....	75

Part – I: General Information**1.1 Date of notification of the Centre (attach a copy of the notification):**
[Upload PDF](#)
1.2 Details of Director, CIQA

- Name : Dr.R.Tamilmaran
- Qualification:M.Com., M.B.A., M.Phil., Ph.D., NET
- Appointment Letter and Joining Report: [Upload \(PDF\)](#)

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

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof.S.Arumugam , M.Sc., M.Phil,	Physics	09-01-2023
b.	Three Senior teachers of HEI	Member 1	Prof.S.Balasubramanian M.A., M.Phil., Ph.D	Tamil	31-05-2023
		Member 2	Prof. M. Manivannan M.Sc., M.Ed., Ph.D	Education	31-05-2023
		Member 3	Prof. S.Subramanian MBA M Phil	Management	31-05-2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Prof. N. Dhanalakshmi M.A., M.Phil., Ph.D	History and Tourism	31-05-2023
		Member 5	Dr.T.Ravimanickam M.sc. M.Phil.	Zoology	31-05-2023
		Member 6	Dr.R.Meeanambigai, M.E. M.B.A., Ph.D	Continuing Education	18-06-2024
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr.M.G. Sethuraman M.Sc. M.Phil	Chemistry	31-05-2023
		Member 8	Dr. Dr. Mahesha, V. M.Com., M.Phil., Ph.D	Commerce	31-05-2023

HEI ID:HEI-U-0482**Name of HEI:TNOU****Type of HEI:OU**

e.	Officials from departments of HEI	Member 9 • Administration	Prof. Dr.G.Senthilku mar Registrar	Geology	18-06-2024
		Member 10 Finance	Mr.B.Anandan Finance Officer	Economic s	31-05-2023
f.	Director, CIQA	Member Secretary	Dr.R.Tamilmara n	Manageme nt	31-05-2023

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

If no, reason thereof

1.4 Number of meetings held and its approval:**a. No. of meetings held every year: 1****b. Meeting details:**

Meetings	Date-Month- Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	24-06-2024	01	upload	upload

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

JULY 2023:

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		CERTIFICATE PROGRAM MEIN BRAIN BASED LEARNING TECHNIQUES	6	9	Graduate in any Discipline	2,500			2	14		16
2		CERTIFICATE COURSE IN CONSERVATION TECHNIQUES	6	9	10th Pass and above	2,500			3	2		5
3		CERTIFICATE IN ADOLESCENCE EDUCATION	6	9	12th Passed or Equivalent	2,500			10	5		15
4		CERTIFICATE IN MODERN TECHNIQUES AND TECHNOLOGY IN TEACHING	6	9	12th Pass and above	2,500			2	1		3
5		CERTIFICATE IN BS-VI-EMISSION STANDARD	6	9	10th Pass and above	2,500			1			1
6		CERT. IN ENVIRON. CONSERVATION	6		12th Passed or Equivalent	2,800				2		2
7		CERT. PROG. IN CLIMATE CHANGE	6		12th Passed or Equivalent	1,800			3			3
8		Certificate in Advanced Technological Applications in Teaching Mathematics	6		12th Passed or Equivalent	2,500			1			1
9		CERTIFICATE IN CHEMICAL LABORATORY SAFETY MANAGEMENT (CCLSM)	6		12th Passed or Equivalent	2,800			6			6
10		CERTIFICATE IN ENTREPRENEURSHIP DEVELOPMENT	6		10th Passed and Equivalent	800			4			4
11		CERTIFICATE IN ICT IN FUNCTIONAL TAMIL	6		12th Passed or Equivalent	2,500			2	1		3

***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:
JULY 2023:

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		ADVANCED VOCATIONAL DIPLOMA IN GENERAL DUTY ASSISTANT	12	32	10th Pass and above	8,500		30	9	915		924
2		ADVANCED VOCATIONAL DIPLOMA IN GENERAL DUTY ASSISTANT (LE)	12	32	10th Pass and Vocational Diplomain General Duty Assistant from TNOU	8,500		30	2	58		60
3		VOCATIONAL DIPLOMA IN ACUPRESSURE THERAPIST	12	32	10th Pass and above	5,500		10	138	180		318
4		VOCATIONAL DIPLOMA IN BEAUTY THERAPIST	12	32	10th Pass and above	8,500		18		26		26
5		VOCATIONAL DIPLOMA IN EARLY CHILDHOOD CARE AND EDUCATION (KINDERGARTEN)	12	32	12th Pass and above	8,500		16	3	242		245
6		VOCATIONAL DIPLOMA IN FASHION DESIGN AND GARMENTS MAKING	12	32	10th Pass and above	5,500		12	16	98		114
7		VOCATIONAL DIPLOMA IN GENERAL DUTY ASSISTANT	12	32	10th Pass and above	8,500		35	21	828	1	850
8		VOCATIONAL DIPLOMA IN INTERIOR DESIGN	12	32	10th Pass and above	5,500		10	10	44		54
9		VOCATIONAL DIPLOMA IN OFFICE AUTOMATION	12	32	10th Pass and above	5,500		10	20	97		117
10		VOCATIONAL DIPLOMA IN REFRIGERATION AND AIR-CONDITIONING TECHNICIAN	12	32	10th Pass and above	5,500		10	74	2		76
11		VOCATIONAL DIPLOMA IN INDUSTRIAL FITTER	12	32	10th Pass and above			14	143	94		237
13		VOC. DIPLOMA IN VEHICLE MECHANIC	12	32	10th Passed or Equivalent	5,500		11	13	1		14
14		DIPLOMA IN WILDLIFE TOURISM	12	32	10th Pass and above	4,800		1	3	1		4
15		DIPLOMA IN ARCHAEOLOGY AND EPIGRAPHY	12	32	10th Pass and above	4,800		1	66	41		107
16		DIPLOMA IN TOURISM AND TOUR OPERATIONS MANAGEMENT	12	32	10th Pass and above	4,800		1	45	12		57
17		DIPLOMA IN NUTRITION AND HEALTH	12	32	10th Pass and above	5,300		1	31	58		89

HEI ID:HEI-U-0482**Name of HEI:TNOU****Type of HEI:OU**

		EDUCATION										
18		DIPLOMA IN JOURNALISM	12	32	10thPass and above	5,300		1	19	8		27
19		DIPLOMA IN MEDIA ART	12	32	10thPass and above	3300		1	3	1		4
20		VOC.DIPL IN MANUFACTURING TECH.	12	32	10th Passed or Equivalent			1				

***Not for Private University**

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

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

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.											
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:

JULY 2023: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Undergraduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	B.A. TAMIL	3	100	12TH PASSED or 12TH from NIOSor3years	3,675	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	10	247	447	2	696
2	B Ed Special Education	2.5		Any degree + TNOU Entrance Test-PASS	35,550	File No.: 30 - 6/2023 (DEB-II) dated 31.05.2023	10	87	263		350
3	B.A. ECONOMICS	3	102	12TH PASSED or 12TH from NIOSor3years DIPLOMA from DOTE,	4,300	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	16	70	35		105

HEI ID:HEI-U-0482**Name of HEI:TNOU****Type of HEI:OU**

				2 years ITI + NCVT							
4	B.A.ENGLISH	3	64	12TH PASSED or 12TH from NIOSor3years DIPLOMA from DOTE, 2 years ITI+ NCVT	4,300	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	22	64	220		284
5	B.A.HISTORY	3	102	12TH PASSED or 12TH from NIOSor3years DIPLOMA from DOTE, 2 years ITI + NCVT	4,300	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	18	140	60		200
6	B.A. POLITICAL SCIENCE	3	72	12TH PASSED or 12TH from NIOSor3years DIPLOMA from DOTE, 2 years ITI+ NCVT	4,300	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	10	65	19		84
7	B.A. SOCIOLOGY	3	102	12TH PASSED or 12TH from NIOSor3years DIPLOMA from DOTE, 2 years ITI + NCVT	4,300	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	12	194	141		335
8	B.B.A.	3	104	12TH PASSED or 12TH from NIOSor3years DIPLOMA from DOTE, 2 years ITI + NCVT	5,550	File No.: 30 - 6/2023 (DEB-II) dated 31.05.2023	20	457	400	1	858
9	B.C.A. (LATERAL ENTRY)	2	67	10THPASSand Any Diploma fromrecognised polytechnic college	10,300	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	13	84	8		92
10	B.C.A.	3	110	12TH PASSED or 12TH from NIOSor3years DIPLOMA from DOTE, 2 years ITI + NCVT	10,300	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	13	58	131		189
11	B.COM	3	98	12TH PASSED or 12TH from NIOSor3years DIPLOMA from DOTE, 2 years ITI + NCVT	4,300	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	20	116	352		468
12	B.SC. BOTANY	3	104	12TH PASSED or 12TH from NIOSor3years DIPLOMA from DOTE with Botony/Biology as of the subjects	7,800	File No.: 30 - 6/2023 (DEB-II) dated 31.05.2023	5	16	28		44
13	B.SC. CHEMISTRY	3	106	12TH PASSED or 12TH from NIOSor3years DIPLOMA from DOTE with chemistry as of thesubjects	7,800	File No.: 30 - 6/2023 (DEB-II) dated 31.05.2023	5	64	56		120
14	B.SC. MATHEMATICS	3	102	12TH PASSED or 12TH from NIOSor3years DIPLOMA from DOTE, 2 years ITI + NCVT	6,800	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	8	8	27	1	36
15	BACHELOR OF EDUCATION (GENERAL)	36	80	Any degree + 2yr Teaching Experience and worked as a teacher -	55,550	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	10	16	31		47

1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:
JULY 2023: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	M.A ENGLISH	2	64	12 th +Bachelor's Degree from any recognized university	5,450	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	22	24	88	1	113
2	M.A TAMIL	2	64	Bachelor's Degree with Tamil and Part-I from any recognized University	4,650	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	22	33	52		85
3	M.A. CRIMINOLOGY AND CRIMINAL	2	64	12 th +Bachelor's Degree from any recognized	5,800	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	10	131	49		180
4	M.A. HISTORY	2	64	12 th +Bachelor's Degree from any recognized university	5,100	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	20	29	18		47
5	M.B.A.	2	102	12 th +Bachelor's Degree from any recognized university	13,300	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	23	237	192		429
6	M.A. POLITICAL SCIENCE	2	72	12 th +Bachelor's Degree from any recognized university	5,100	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	08	25	13		38
7	M.A. SOCIOLOGY	2	64	12 th +Bachelor's Degree from any recognized university	5,100	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	08	71	52	1	124
8	M.COM	2	66	Graduate in Commerce/ Business Administration/ Corporate Secretaryship /ACA/AICWA/ and ACS / who have studied atleast 02 papers in Commerce in their degree programme	5,800	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	16	21	77		98
9	M.SC.PHYSICS	2	72	B.Sc Degree in Physics, Branch - III Physics Main/ B.Sc Electronics/ any B.Sc Degree with Specialization with Applied Physics/ Electronics/ Nuclear Physics/ Nano Physics of any University accepted by the	11,300	File No.: 30 - 6/2023 (DEB-II) dated 31.05.2023	08	19	62		81
10	M.SC. PSYCHOLOGY	2	64	12 th +Bachelor's Degree from any recognized university	7,800	File No.: 30 - 6/2023 (DEB-II) dated 31.05.2023	10	262	443	1	706
11	M.SC.ZOOLOGY	2	100	12 TH PASSED or 12 TH from NIOS or 3 years DIPLOMA from DOTE with Botany/Zoology/Biology as of the subjects	11,300	File No.: 30 - 6/2023 (DEB-II) dated 31.05.2023	08	17	42		59
12	M.SC. MATHEMATICS	2	74	B.Sc in Mathematics from any recognized University	6,300	File No.: 30 - 30/2023 (DEB-II) dated 19.03.2024	12	7	54		61

HEI ID:HEI-U-0482**Name of HEI:TNOU****Type of HEI:OU**

13	MASTER OF SOCIALWORK (MSW)-	2	72	12 th +Bachelor's Degree from any recognized university	7,300	File No.: 30 - 6/2023 (DEB-II) dated 31.05.2023	08	189	219		408
----	-----------------------------------	---	----	--	-------	---	-----------	-----	-----	--	-----

Not for Private University*Note: Mention details separately for <Month, Year>academic session, as applicable, as above.**

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

2.1 Action taken on the functions of CIQA:-

S. No	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	Automation Services Related to Learner Support: Services like registration / admission, Re-registration for subsequent years/semesters, and post-admission services are all ensured online. The data is uploaded to the NAD/Digi Locker portal to make it safe and easily accessible. The Learner Corner Portal allows learners to track their registration, fees paid/pending, study material dispatch, library access, hall tickets, exam schedules, results, and grade card status. It also provides downloads for an exhaustive reservoir of academic e-resources like E-SLM. The University is practicing "Education for All and Ever" and has initiated mobile applications and other web-based services like student portal, Learner Corner, Academic Counseling through web conferencing, online, e-resources, and more. Online Grievance Management System/Online Grievance Redressal Management System: These portals allow learners to submit grievances and track their redressals, respectively.	https://tnou.ac.in/LearnerCorner.php# https://tnouportal.in/
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Continuous quality improvement is vital for any TNOU. Self-evaluative and reflective exercises are essential for identifying areas of weakness and developing strategies to enhance the quality of systems and processes. Here are some examples of such exercises that can be undertaken: 1. The University conducts regular self-assessments to evaluate its overall performance against set goals and objectives. This exercise involves all stakeholders, including students, faculty, staff, academic experts and external partners. By engaging a broad range of	https://tnou.ac.in/eslm/

		<p>perspectives, the University ensures a comprehensive understanding of its strengths and areas needing improvement.</p> <p>2. The University regularly collects feedback and evaluations from students, faculty, and staff to assess the quality of its systems and processes. This feedback is crucial for identifying areas for improvement and developing strategies to address them.</p> <p>3. The University engages in benchmarking exercises to compare its performance against other similar institutions and NAAC manual. This process helps to identify best practices and areas where the institution can improve.</p> <p>4. The University conducts SWOC analyses to evaluate its strengths, weaknesses, opportunities, and Challenges. This exercise helps to pinpoint specific areas for improvement and develop strategies to address them.</p> <p>5. The University develops a continuous improvement plan that outlines specific goals, objectives, and action steps for enhancing the quality of its systems and processes. This plan is regularly reviewed and updated based on the institution's performance and feedback from stakeholders.</p> <p>6. The University invites external experts and peers to review its programmes, policies, and procedures. These reviews provide an objective assessment of the University's performance and offer recommendations for improvement.</p> <p>7. The University invests in the continuous professional development of its faculty and staff. Regular training sessions, workshops, and seminars ensure that the University's personnel are up to date with the latest educational methodologies and technologies.</p> <p>8. The University leverages technology to streamline processes and enhance learning experiences. Implementing advanced information systems for administration, adopting online learning platforms, and utilizing data analytics for decision-making are all part of this strategy</p>	
--	--	---	--

		<p>9. The University seeks accreditation and certification from recognized bodies like NIRF. These external validations ensure that the University's programs meet high standards of quality and rigor.</p> <p>By undertaking these comprehensive exercises, the University continuously improves the quality of its systems and processes, ensuring that it provides the best possible education and support to its students</p>	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	<p>Open and Distance Learning (ODL) institutions face unique challenges in maintaining quality in their educational programmes. TNOU University focuses on the following key areas to ensure the highest standards:</p> <ul style="list-style-type: none"> o TNOU follow a rigorous process to maintain the quality of course content, instructional design, and delivery mechanisms. The Courses are designed and delivered to promote student engagement, interaction, and learning outcomes. The continuous updates and improvements are made to ensure content relevance and pedagogical effectiveness. o TNOU provides comprehensive support services, including online counseling, class, and technical support. The students have access to necessary resources and tools to succeed in their studies, such as libraries, study materials, and online forums. The personalized support is available to address individual student needs and challenges. o TNOU maintains high standards in assessment and evaluation practices using valid and reliable methods. The evaluation processes are designed to be fair, transparent, and consistent. The regular reviews and updates are conducted to align assessments with learning outcomes and industry standards. o TNOU offers faculty adequate support and professional development opportunities to enhance their teaching skills and knowledge. The training programs focus on effective online teaching techniques and the integration of new technologies. The faculty are encouraged to 	https://tnou.ac.in/LearnerCorner.php

		<p>participate in research and continuous learning to stay updated with educational advancements.</p> <ul style="list-style-type: none"> o TNOU ensures the quality and reliability of our technology and infrastructure, including learning management systems and online platforms. The technologies are selected and maintained to be accessible and user-friendly for all students and faculty. The continuous investments are made in upgrading technological tools and infrastructure to support advanced learning experiences. <p>By focusing on these key areas, TNOU University ensures the delivery of high-quality education and support to its students, overcoming the unique challenges of Open and Distance Learning.</p> 	
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)	Not Applicable	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	<p>Involving all stakeholders is essential for quality improvement in any educational institution. Here are some mechanisms TNOU University can use to interact with and obtain feedback from various stakeholders:</p> <ul style="list-style-type: none"> o Learners: Conducting regular surveys to gather student feedback on courses, teaching methods, and support services. Organizing focus group discussions to explore students' experiences and suggestions in detail. Providing platforms for students to submit their feedback and ideas anytime. o Teachers: Holding meetings to discuss feedback on institutional policies, resources, and teaching practices. Use evaluation forms to gather faculty's' input on curriculum and support services. Facilitating focus groups to address specific concerns and ideas for improvement. o Staff: Conducting surveys to collect 	<p>https://tnou.ac.in/NAAC/SSR/C1/1.4.1/TNOU_Teachers_feedback_form_new.pdf</p> <p>https://tnou.ac.in/NAAC/SSR/C1/1.4.1/Learners_feedback_Form(4).pdf</p> <p>https://tnou.ac.in/NAAC/SSR/C1/1.4.1/external_subject_feedback_form_new(1).pdf</p> <p>https://tnou.ac.in</p>

		<p>feedback on administrative processes, support services, and workplace conditions. Holding meetings to discuss staff experiences and gather suggestions for improvements.</p> <ul style="list-style-type: none"> o Parents: Sending out surveys to collect parents' views on educational and support services. Conducting focus groups with parents to explore their insights and suggestions. o Society: Engaging with the community to gather feedback on the institution's impact and relevance. Using social media platforms to interact with the broader community and collect their input. o Employers: Distributing surveys to employers to assess the quality and relevance of graduates' skills. Organizing focus groups with industry representatives to discuss curriculum improvements and job placement opportunities. o Government: Participating in government evaluations and provide reports to gather feedback on institutional performance. Engaging in regular meetings with government agencies to discuss policies, compliance, and funding opportunities. <p>By implementing these mechanisms, TNOU University can effectively involve all stakeholders in the continuous improvement of its educational programmes and services.</p>	/NAAC/SSR/C1 / 1.4.1/Academic counsellors form.pdf
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	<p>The following measures have been suggested to the Competent Authorities of TNOU University to ensure qualitative improvement:</p> <ul style="list-style-type: none"> • Establishing a robust quality assurance plan with detailed policies, procedures, and standards is fundamental. This plan should cover all aspects of the institution, ensuring consistency and accountability. Regular audits and reviews should be integrated to maintain high standards and identify areas for enhancement. • Investing in reliable learning management systems, online platforms, and digital resources is crucial for effective online education. This investment should also include regular updates and maintenance to prevent technical issues and 	https://tnou.ac.in/AcademicProgrammes.php

		<p>ensure that the technology meets the evolving needs of both students and faculty.</p> <ul style="list-style-type: none"> • Clear communication is key to fostering engagement and collaboration among students, faculty, and staff. Implementing multiple communication platforms (e.g., email, forums, chat systems) and ensuring they are user-friendly and accessible will enhance interaction and feedback. • Continuous professional development is essential for faculty and staff to stay updated with the latest online education practices and technologies. Offering targeted training programs and workshops can significantly improve teaching quality and administrative efficiency. • Encouraging a culture of continuous improvement involves promoting feedback, reflection, and innovation. Establishing regular feedback mechanisms and innovation labs or committees can help integrate new ideas and practices into the institution's operations. • Addressing the unique needs of online learners through comprehensive support services, including counseling, academic advising, and technical support, is vital. These services should be easily accessible and responsive to students' needs to enhance their learning experience and success. • Adequate resources, including funding, staffing, and infrastructure, are necessary to support the institution's mission and goals. Strategic planning and budgeting should align with the institution's priorities, ensuring that resources are allocated effectively and efficiently. • Building strong partnerships with other institutions, organizations, and stakeholders can enhance the quality and relevance of programs and services. Collaborative initiatives can lead to shared resources, joint research, and expanded opportunities for students and faculty. • Regular monitoring and evaluation using data-driven approaches are essential to identify areas for improvement and track progress. Implementing robust data analytics tools and 	
--	--	---	--

		<p>processes can provide insights into performance trends and inform decision-making.</p> <p>By critically analyzing and implementing these measures, TNOU University can ensure continuous qualitative improvement, enhance its educational offerings, and better serve its students and stakeholders.</p>	
7	Implementation reviews	<p>To ensure continuous quality improvement, TNOU University has implemented a systematic review cycle encompassing self-evaluation, external review, action planning, and progress monitoring. Here are the key steps in this process:</p> <ul style="list-style-type: none"> • A review cycle has been developed to include regular intervals for self-evaluation and external review. This cycle is informed by the institution's strategic plan, program goals, and quality assurance plan, ensuring alignment with overall institutional objectives. • Regular self-evaluations are conducted to assess the effectiveness of the institution's programs, policies, and services.: This self-evaluation is based on comprehensive data and feedback collected from students, faculty, staff, and other stakeholders, providing a thorough internal perspective on performance and areas for improvement. • Periodic external reviews are conducted by experts in the field of online education. These reviews provide an objective assessment of the institution's programs, policies, and services and are aligned with the institution's review cycle to ensure timely and relevant feedback. • An action plan is developed based on the findings from the self-evaluation and external reviews. This plan includes specific recommendations for improvement, a timeline for implementation, and assigns responsibilities to ensure accountability. • Progress towards the goals identified in the action plan is regularly monitored and evaluated. Monitoring is informed by ongoing data and feedback collection from students, 	Tamil Nadu Open University (tnou.ac.in)

		<p>faculty, staff, and other stakeholders. Regular reporting ensures transparency and keeps all parties informed of developments and achievements.</p> <ul style="list-style-type: none"> • Define specific intervals for reviews (e.g., annually, biennially). Ensure that review schedules align with academic and fiscal calendars. • Use surveys, feedback forms, and performance data. Analyze data to identify trends, strengths, and areas needing improvement. • Engage recognized experts in online education for unbiased evaluations. Schedule reviews to complement the internal evaluation process. • Formulate specific, measurable, achievable, relevant, and time-bound (SMART) goals. Assign tasks to specific departments or individuals to ensure accountability. • Use key performance indicators (KPIs) and other metrics to track progress. Establish mechanisms for continuous feedback and adjustments to the action plan. <p>By following this structured approach, TNOU University ensures that its programs, policies, and services undergo continuous improvement, maintaining high standards of quality and effectively meeting the needs of its stakeholders.</p>	
8	Workshops/ seminars /symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	<p>The following major quality related activities have been carried out by the CIQA.</p> <ul style="list-style-type: none"> • Capacity Building Programme for ODL Staff, Advancing Competencies in Open and Distance Learning Practices • Orientation Programme on "Preparing for the Peer Team Visit: Dos and Don'ts." 	<p>https://tnou.ac.in/NAAC/SSR/CIQA/sub/1. Report CB New 29-01-24.pdf</p> <p>https://tnou.ac.in/NAAC/SSR/CIQA/sub/2. Report OP July 2023.pdf</p>

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	<p>Tamil Nadu Open University (TNOU) has implemented key operations that positively impact the environment through an effective waste management system. These operations include:</p> <ul style="list-style-type: none"> • Activities and actions are carried out to manage waste from its inception to its final disposal, ensuring minimal environmental impact. • Regular programs are conducted to educate on proper waste management practices, including handling E-waste. These programs use lectures, notice boards, and slogan boards to spread awareness across the campus. • To reduce paper waste, TNOU issues study materials as soft copies, sending them directly to students' email addresses. • Ensure high-quality course design and delivery by following industry standards, involving experienced faculty, and incorporating innovative teaching methods. • Develop partnerships with other universities, industries, and community organizations to create mutually beneficial opportunities for learners. • Implement a framework for quality assurance and evaluation to ensure services meet desired standards. This includes regular monitoring and assessment of policies, procedures, and practices. <p>These practices contribute to creating a conducive environment and promoting sustainability within the campus.</p>	https://tnou.ac.in/BestPractices.php
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	<p>Collecting, organizing, and sharing accurate, complete, and reliable statistics about the quality of the programs offered by Tamil Nadu Open University (TNOU) is vital for evaluating the effectiveness of its educational programs. Here are the steps TNOU follows to achieve this:</p> <ul style="list-style-type: none"> • Incorporate input from all relevant stakeholders, including faculty, staff, students, and alumni. • Choose data points essential for evaluating program quality, such as student enrollment, 	Tamil Nadu Open University (tnou.ac.in)

		<p>retention rates, completion rates, student feedback, faculty qualifications, and employment outcomes.</p> <ul style="list-style-type: none"> • Examine the collected data to identify strengths and weaknesses, facilitating informed decisions about program improvements. • Share the collected data through various channels, including the institution's website, social media platforms, and reports, to enhance transparency and accountability. • Utilize the collected data to pinpoint areas needing improvement and implement necessary changes to enhance program quality. • Statistics from the introduction of academic programs to their delivery are collected, collated, updated, and maintained by CIQA. Additionally, the Schools of Study, Divisions, Regional Centres, and Learner Support Centres of TNOU also maintain this data. 	
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	<p>Tamil Nadu Open University (TNOU) implements several measures to ensure that Programme Project Reports (PPRs) for each program comply with the norms and guidelines prescribed by the University Grants Commission (UGC) and other regulatory authorities. Here are some recommended steps:</p> <ul style="list-style-type: none"> • Develop comprehensive guidelines for preparing and submitting PPRs that align with UGC and regulatory authority norms. Include details on the format, structure, content, and submission timeline. • Offer training and support to faculty and staff responsible for PPRs through workshops, seminars, and training sessions to ensure they can prepare high-quality reports. • Implement a review process where PPRs are evaluated by the institution's academic committee and external subject matter experts to ensure compliance with guidelines. • Continuously update PPR guidelines to reflect any changes made by UGC or regulatory authorities, ensuring reports are up-to-date and 	https://tnou.ac.in/ppr/

		<p>compliant.</p> <ul style="list-style-type: none"> Establish a quality assurance framework for PPRs, including regular monitoring, evaluation, and feedback mechanisms to ensure the reports meet UGC and regulatory authority standards and support continuous improvement. 	
12.	Mechanism to ensure the proper implementation of Programme Project Reports	<p>TNOU has defined specific aims and objectives for each academic program to provide clear direction for program launches and focus on achieving desired results. The Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) are integral parts of the PPR, which are implemented following approval from the Academic Council of the University.</p> <p>The university has established a mechanism to ensure the proper implementation of PPRs, which includes:</p> <ul style="list-style-type: none"> Implement a thorough evaluation of PPRs by both internal and external reviewers. Define criteria for reviewing PPRs, focusing on clarity of objectives, relevance to the program, methodology, data analysis, and implications for program development. Set and adhere to clear timelines for reviewing PPRs. Designate personnel, such as program coordinators, faculty members, or administrative staff, to review PPRs. Collect feedback from program directors, faculty members, and learners on PPR implementation, and incorporate their suggestions and recommendations. Regularly monitor the implementation of PPRs to ensure recommendations are being followed effectively and timely. Conduct periodic assessments to evaluate the effectiveness of PPRs and their impact on 	https://tnou.ac.in/ppr/2020-2021/47%20-%20MSc%20-%20Physics.pdf

		<p>program development.</p> <ul style="list-style-type: none"> • Update PPRs as needed to reflect changes in program objectives, priorities, or strategies. • Keep records of all PPRs submitted, reviewed, and approved, along with any feedback received and actions taken. • Share the results of the PPRs and their implementation with relevant stakeholders, including program directors, faculty members, learners, and regulatory authorities. 	
13.	<p>Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.</p>	<p>Maintaining accurate records of annual plans and reports, periodically reviewing them, and generating actionable insights are critical for the effective functioning of an Open University.</p> <p>To achieve this, TNOU has implemented the following measures:</p> <ul style="list-style-type: none"> • Use standardized templates for annual plans and reports. • Designate personnel responsible for maintaining and reviewing these documents. • Set clear timelines and establish a structured review process. • Define specific criteria for reviewing plans and reports. • Conduct regular assessments to evaluate the effectiveness of the plans and reports. • Update templates as needed to ensure they remain relevant and effective. • Maintain comprehensive records of all plans and reports. • Communicate the results to relevant stakeholders. <p>By following this process, TNOU ensures that annual plans and reports are well-organized, periodically reviewed, and lead to actionable</p>	https://tnou.ac.in/Meeting-Minutes.php

		<p>recommendations for improving program development and performance. This approach results in better outcomes for learners, increased stakeholder satisfaction, and the achievement of program objectives.</p> <p>The Planning Board, a statutory committee of the university, supports the maintenance of annual plans. Annual reports are prepared, reviewed periodically, and actionable reports are generated and presented to the apex body of the university.</p>	
14.	<p>Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.</p>	<p>Based on feedback and learner requests, Tamil Nadu Open University (TNOU) introduces new undergraduate (UG), postgraduate (PG), certificate, and diploma programs in semester patterns. Each School of Study collaborates with external subject experts from reputable institutions, industries, alumni, and Learner Support Centres to develop specialty-oriented courses.</p> <p>The university ensures that program curricula, teaching materials, and feedback systems are designed in collaboration with the Syndicate, Academic Council, Boards of Studies, and Curriculum Development Centre. New programs, including Arts, Professional, and Science programs, incorporate practical experiences to enhance learning.</p> <p>To align programs with job market needs, the following steps are recommended:</p> <ul style="list-style-type: none"> • Develop partnerships with industry leaders to understand workforce needs and tailor programs accordingly. • Regularly analyze the labor market to identify job trends, skill gaps, and emerging industries. • Periodically review program curricula to meet current industry standards and practices. • Emphasize practical, skill-based learning aligned with industry demands. • Offer flexible learning options like online, blended, or part-time programs to accommodate working professionals. 	https://tnou.ac.in/NAAC/SSR/CIOA/sub/Outcomeanalysis.pdf

		<ul style="list-style-type: none"> • Provide opportunities for hands-on experience through internships, co-op placements, and other practical learning activities. • Gather regular feedback from learners, employers, and industry partners to ensure programs meet their needs and enhance job readiness. <p>By implementing these strategies, TNOU can restructure its programs effectively, enhancing graduate employability and meeting the evolving demands of industries and employers.</p>	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	<p>Tamil Nadu Open University (TNOU) has undertaken steps to foster a learner-centric environment through systematic research. Here's how TNOU approaches this:</p> <ol style="list-style-type: none"> 1. Develop a structured framework outlining research objectives, questions, methods, and expected outcomes focused on creating a learner-centric environment. 2. Collaborate with institutions, organizations, and experts to conduct joint research projects aimed at enhancing learner-centric practices. 3. Gather data through surveys, interviews, and focus groups to understand learner needs and identify areas for system improvement. 4. Analyze collected data to uncover trends and patterns, gaining insights into challenges faced by learners and potential improvements for a more learner-centric system. 5. Based on research findings, implement initiatives such as curriculum revisions, improved student support services, and upgraded technology infrastructure to enhance the learner experience. <p>Through these measures, TNOU aims to continuously evolve and improve its educational environment to better meet the needs of its learners.</p>	https://tnouportal.in/

16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	In August 2023, Tamil Nadu Open University successfully completed the Assessment and Accreditation process with the National Assessment and Accreditation Council (NAAC), achieving an A+ Grade with a CGPA of 3.32 on a 4-point scale	https://tnou.ac.in/Centre-CIQA.php
17.	Measures adopted Institutionalization of quality Enhancement practices through periodic accreditation and audit	<p>Tamil Nadu Open University (TNOU) has implemented several measures to ensure the internalization and institutionalization of quality enhancement practices through periodic accreditation and audits:</p> <ol style="list-style-type: none"> 1. TNOU established the Centre of Internal Quality Assurance (CIQA) to oversee and enforce quality enhancement practices. CIQA conducts regular audits of academic and administrative processes to ensure compliance with accreditation standards. 2. TNOU conducts regular self-assessments of its academic and administrative processes. These assessments identify areas for improvement, leading to enhanced education quality and learner services. 3. TNOU engages in peer reviews of its academic programs, faculty, and research activities. This external feedback, often in collaboration with other institutions, helps identify areas needing improvement. 4. TNOU is actively seeking accreditation from the National Assessment and Accreditation Council (NAAC). This accreditation process demonstrates TNOU's commitment to quality enhancement and aligns its practices with national and international standards. 5. TNOU implements a continuous improvement process to monitor and evaluate the effectiveness of its quality enhancement practices. This ensures ongoing refinement and adaptation to improve overall institutional quality. <p>These measures collectively reinforce TNOU's dedication to maintaining high educational</p>	https://tnou.ac.in/NAAC/SSR/CIQA/sub/IAAA2023-24 - TNOU - final.pdf

		standards and fostering a culture of continuous improvement across its academic and administrative domains.	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	<p>Tamil Nadu Open University (TNOU) actively collaborates with the University Grants Commission (UGC) to enhance its quality initiatives. This involves regular communication, participating in UGC meetings, and aligning practices with UGC guidelines. TNOU seeks UGC's support to develop and implement measures that ensure its practices meet national standards and benefit from UGC resources effectively.</p> <p>Additionally, TNOU partners with NAAC and other accredited bodies to organize webinars and conferences. These events aim to promote awareness of quality measures and gather insights for guideline development. Key focus areas include improving learner support services, enhancing the quality of Study Learning Materials (SLM), and ensuring proper record maintenance as per regulatory requirements. These initiatives underscore TNOU's commitment to advancing quality assurance and enhancing operations.</p>	<p>https://tnou.ac.in/NAAC/SSR/CIQA/sub/1. Report CB New 29-01-24.pdf</p> <p>https://tnou.ac.in/NAAC/SSR/CIQA/sub/2. Report OP July 2023.pdf</p>
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Tamil Nadu Open University (TNOU) actively seeks information from other higher educational institutions to benchmark quality benchmarks and best practices. This is achieved through collaborations, participation in professional associations, conferences, and publications. TNOU uses the NAAC manual for Open Universities as a benchmark to elevate its quality standards. It engages in research projects, faculty exchanges, and workshops with other academic institutions to foster learning and improvement. By participating in professional associations and attending conferences, TNOU stays updated on the latest trends in quality enhancement. Gathering information from research papers, case studies, and reports allows TNOU to learn from the experiences of other institutions and adopt best practices to enhance its educational quality.	Tamil Nadu Open University (tnou.ac.in)

20	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	The CIQA at Tamil Nadu Open University (TNOU) annually submits its report to the UGC-DEB. The CIQA's primary focus is on enhancing quality assurance across various university functions, including program reviews, learner support services, examination systems, and full automation of university activities. All CIQA activities are meticulously documented and reviewed to ensure continuous improvement in quality enhancement efforts.	https://tnouportal.in/exams.aspx
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.	The Centre for Internal Quality Assurance (CIQA) at Tamil Nadu Open University (TNOU) diligently prepares and submits annual reports to the appropriate approval body at the conclusion of each academic session. These reports comprehensively outline CIQA's activities aimed at improving quality assurance across the university. The recommendations put forth by committee members are carefully considered and implemented to foster continuous enhancement of educational standards and operational efficiency.	https://tnou.ac.in/Annual-Report.php
	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Yes. Each year, the Centre for Internal Quality Assurance (CIQA) compiles comprehensive annual reports, incorporating insights from academic experts, which are then presented to the statutory bodies and apex body of the university for review and action.	https://tnou.ac.in/Centre-CIQA.php
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	Tamil Nadu Open University (TNOU) is committed to providing high-quality educational services that are learner-centered and socially relevant, aiming for sustainable social transformation. The university regularly updates its procedures and systems to align with evolving social and technological trends. TNOU oversees its Centre for Internal Quality Assurance (CIQA), which monitors and evaluates	https://tnou.ac.in/Centre-CIQA.php

	assurance systems and processes	<p>both academic and administrative processes. The CIQA generates periodic reports assessing the effectiveness of quality assurance systems and processes. These reports include valuable feedback and recommendations for enhancement.</p> <p>By actively supervising the CIQA and endorsing its reports, TNOU ensures continuous improvement in its quality assurance practices. This commitment ultimately enhances the overall quality of education offered to its students.</p>	
23	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes	<p>Tamil Nadu Open University (TNOU) has implemented an end-to-end office automation system for both academic and administrative functions. The university's library is fully automated, streamlining access to resources.</p> <p>The Student Registration and Evaluation Division manages online and offline admissions for all academic programs, ensuring a streamlined enrollment process. TNOU's Regional Centres provide assistance with online admissions within their respective jurisdictions.</p> <p>Additionally, TNOU maintains a dedicated ICT service platform that receives regular updates. Learners can track their status through the TNOU App, accessible on Android smartphones, offering convenience and accessibility.</p> <p>Furthermore, TNOU has automated the entire examination process, with the exception of valuation, to ensure efficient and equitable conduct of exams. The university follows an Examination Manual approved by the 51st Syndicate to regulate all examination procedures.</p>	https://tnou.ac.in/NAAC/SSR/C1/1.2.1/1.2.1 MOUs Combined.pdf.pdf
24	Promoted automation Support services of the Higher Educational institution	<p>Tamil Nadu Open University collaborates with external subject experts, agencies, and organizations to validate and annually review its internal processes. By engaging external experts, the university ensures that its processes meet national and international standards, incorporating best practices. These experts provide valuable feedback on process effectiveness and</p>	https://tnouportal.in/

		offer recommendations for enhancement. This approach ensures that TNOU's internal operations undergo regular validation and review, maintaining their quality and effectiveness in delivering high-caliber education. The university is committed to assessing and implementing suitable measures for improving its internal processes through periodic reviews of all activities.	
25	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Tamil Nadu Open University coordinates with external subject experts, agencies, or organizations to validate and conduct an annual review of its in-house processes. The university seeks the expertise of external subject experts to ensure that its processes align with national and international standards and best practices. The external experts also provide feedback on the effectiveness of the university's processes and make recommendations for improvement. By coordinating with external subject experts and organizations, TNOU ensures that its inhouse processes are validated and reviewed regularly to maintain their quality and effectiveness in delivering high-quality education to its students. The university has taken a step for inviting external experts or agencies to validate the activities and reviews the in- house system for quality assurance. The focus on the performance of in-house process of the university have to examine and identify the suitable measures for implementing process. It has been planned to review the entire activities of the university periodically.	https://tnou.ac.in/NAAC/SSR/C6/6.5.1/EAAA_Report 2023.pdf
26	Coordinated with third party auditing bodies for quality audit of programme(s)	The CIQA has initiated an Academic and Administrative Audit, which is a peer review process involving self-study and site visits by internal and external peers. This audit aims to encourage programs, departments, and the institution to assess their quality processes and standards based on predetermined benchmarks. It also aims to identify necessary activities for producing, assuring, and continuously improving the quality of curricular and co-curricular programs, infrastructure, and support services. Third-party auditing bodies use standardized	https://tnou.ac.in/NAAC/SSR/C6/6.5.1/EAAA_Report 2023.pdf

		protocols and criteria to evaluate the quality of TNOU's programs, considering the unique requirements of open and distance learning. These auditors provide feedback on the effectiveness of the university's quality assurance processes and offer recommendations for improvement. By collaborating with third-party auditing bodies, TNOU ensures that its programs maintain high quality and meet the standards set by national and international accrediting bodies.	
27	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	<p>Tamil Nadu Open University (TNOU) meticulously oversees the preparation of its Self-Study Report (SSR) for submission to the National Assessment and Accreditation Council (NAAC). The university ensures that the SSR is prepared according to NAAC guidelines and criteria, incorporating inputs from faculty, staff, students, and alumni.</p> <p>Auditors visit all schools, departments, and facilities to verify the contents of the SSR alongside supporting documents. They interact with directors and faculty responsible for quality assurance to address any doubts or clarifications. After auditing all departments and facilities, the audit team collaborates with the CIQA team to gather further details, documents, and clarifications.</p> <p>The SSR offers a comprehensive overview of TNOU's academic and administrative processes, highlighting strengths, weaknesses, and areas for improvement. By overseeing the SSR preparation, TNOU ensures the accreditation process accurately reflects its commitment to high-quality education. Following the achievement of a 3.32 CGPA in the NAAC assessment, TNOU submitted the Annual Quality Assurance Report for the year 2022-23 in accordance with NAAC guidelines.</p>	assessment PTV report (1).pdf (tnou.ac.in)

28	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	<p>Tamil Nadu Open University (TNOU) has forged partnerships with institutions and organizations to enhance the quality of Open and Distance Learning (ODL) and research. Through Memoranda of Understanding (MoUs) with various universities, institutions, and organizations both in India and abroad, TNOU promotes academic collaboration, faculty exchange, joint research, and knowledge sharing.</p> <p>To further these goals, TNOU conducts workshops, seminars, and training programs aimed at improving the skills and knowledge of ODL educators and researchers. These initiatives underscore TNOU's commitment to advancing the quality of ODL education and research.</p> <p>In collaboration with industries and institutions across India, TNOU offers training programs focused on Core Competency Development and research across all subjects. The university plans to provide training on soft skills, competency building, and core competencies. It also aims to establish and strengthen linkages between academia and industry, encourage research fellowships from industries, and facilitate campus placements for students in various programs including degrees, postgraduate degrees, certificates, diplomas, and postgraduate diplomas.</p> <p>Additionally, TNOU promotes interaction between the university and industry, offering training programs that enhance students' employability skills and awareness of employment opportunities. These comprehensive efforts ensure that TNOU students are well-equipped for the job market and are able to contribute effectively to their fields.</p>	https://tnou.ac.in/NAAC/SSR/C1/1.2.1/1.2.1 MOUs Combined.pdf.pdf
29	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	<p>Tamil Nadu Open University (TNOU) has made significant strides in fostering institution-industry collaboration throughout the state to enhance higher education and employability. This includes the introduction of skill-based courses that promote both education and job opportunities. A dedicated webpage on the university's website has</p>	https://tnou.ac.in/Cell-Studentplacement cell.php

	<p>been developed to disseminate job-related information to students, allowing them convenient access to career opportunities.</p> <p>Efforts to organize exclusive job fairs for TNOU students in partnership with leading industries are being explored, and students are encouraged to participate in job fairs (Melas) across the country.</p> <p>TNOU has also implemented various initiatives to strengthen industry-institution linkages, aiming to provide learners with valuable exposure and improve their employability. These initiatives include internships, industrial visits, expert guest lectures, and collaborative research projects with industry partners. Through these activities, students gain practical skills and insights into real-world work environments and industry practices.</p> <p>Furthermore, the university collaborates with industries to design and offer industry-specific courses that address the evolving demands of the job market. These comprehensive efforts by TNOU ensure that learners acquire the necessary skills and knowledge to thrive in their careers, enhancing their overall employability and readiness for the workforce.</p>	
--	--	--

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	<p>Governance, Leadership and Management:</p> <p>a. Organisation Structure and Governance</p> <p>b. Management</p> <p>c. Strategic Planning</p> <p>d. Operational Plan, Goals and Policies</p>	<p>Governance, Leadership, and Management</p> <p>Tamil Nadu Open University (TNOU) is dedicated to providing quality, skill-based, and employment-oriented higher education opportunities to underprivileged individuals who have had to abruptly end their educational pursuits. With a well-defined mission, TNOU systematically fulfills its goals through strategic policies and practices in planning, human resources, training, development, performance appraisal, financial management, and leadership.</p> <p>a. Organization Structure and Governance: A robust structure of leadership, governance, and management is essential for delivering quality education. TNOU ensures all positions are filled as per Commission guidelines and establishes a credible governance system approved by the university's apex body.</p> <p>b. Management: TNOU's leadership and management continually assess and review the organizational culture to achieve its vision, mission, and goals. All university activities align with the institution's vision, supported by well-planned administrative and academic structures for effective governance and execution.</p> <p>c. Strategic Planning: TNOU engages in strategic planning to enhance academic and administrative quality. The university adopts ICT facilities and new changes in learner support services, including:</p> <ul style="list-style-type: none"> • Designing industry and region-specific curricula. • Developing high-quality Self-Learning 	<p>https://tnou.ac.in/Statutes.php</p> <p>https://tnou.ac.in/Administrative.php</p>

		<p>Materials (SLM) with expert input.</p> <ul style="list-style-type: none"> • Implementing a transparent online admission system. • Providing comprehensive learner support services with well-scheduled academic counseling. • Enabling ICT-supported systems for efficient support services. <p>d. Operational Plan, Goals, and Policies: TNOU has clear, realistic, and measurable goals and plans that align with its strategic objectives. Policies are well-defined, achievable, and implemented with approval from the university's apex body. Guidelines for policy implementation are transparent and accountable, and all policies are communicated effectively to stakeholders.</p>	
2	Articulation of Higher Educational Institution Objectives	<p>Tamil Nadu Open University (TNOU) articulates a clear vision, mission, and strategy aligned with its goals for offering academic programs in Open and Distance Learning (ODL). The university aims to provide higher education access to large segments of the population, particularly disadvantaged groups such as those in remote and rural areas, working adults, homemakers, and others seeking to upgrade or acquire knowledge in various fields.</p> <p>TNOU is committed to promoting the acquisition of knowledge and continuously offering opportunities for upgrading skills through innovations, research, and discovery across all disciplines. The university's objectives include advancing and disseminating learning and knowledge through diverse means, including various communication technologies, providing higher education opportunities to a larger population segment, and enhancing the educational well-being of the community. Additionally, TNOU aims to encourage and integrate the Open University and distance education system within the state's educational framework.</p>	https://tnou.ac.in/Vision.php

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</p> <p>e. Feedback System</p>	<p>Tamil Nadu Open University (TNOU) aims to provide higher education access to large segments of the population, especially disadvantaged groups like those in remote and rural areas, working adults, and homemakers. TNOU focuses on knowledge acquisition, training, and skill development, aligning its academic programs with societal needs and expert input.</p> <p>a. Curriculum Planning, Design, and Development: TNOU designs its curriculum based on feedback and regional requirements. It conducts field studies to understand societal needs and collaborates with experts to develop relevant programs. These programs are reviewed and approved by statutory bodies before implementation.</p> <p>b. Curriculum Implementation: TNOU has a structured plan for curriculum implementation, ensuring effectiveness and usefulness. Programs are phased in with academic and industrial expert support and follow UGC guidelines, converting to a CBCS pattern. Approvals are obtained from the Board of Studies, the Faculty, the Academic Council, and the Syndicate.</p> <p>c. Academic Flexibility: TNOU offers academic flexibility, allowing freedom in program timeframes, vertical mobility, and interdisciplinary options. The university is transitioning to the CBCS system to benefit learners.</p> <p>d. Learning Resources: TNOU provides quality Self Learning Materials (SLMs) and web resources for Open and Distance Learning. Instructional packages use media and technology to enhance learning, ensuring accessibility, practicality, equity, and cost-effectiveness. Resources include i-radio, LMS, and audio-visual materials.</p> <p>e. Feedback System: TNOU collects feedback from stakeholders to inform curriculum design and development, ensuring program quality. The</p>	<p>https://tnou.ac.in/Cell-CDC.php</p> <p>https://tnou.ac.in/Meeting-Minutes.php</p> <p>https://tnou.ac.in/NAAC/SSR/C1/1.2.1/1.2.1_Prog.adoption & adaption.pdf</p> <p>https://tnou.ac.in/NAAC/SSR/C1/1.2.4/TNOU_Credit Transfer Policy.pdf</p> <p>https://tnou.ac.in/NAAC/SSR/C1/1.4.1/Learners feedback Form (4).pdf</p>
---	--	--	--

		curriculum is revised based on feedback to meet societal, economic, and environmental needs.	
4	Programme Monitoring and Review	Tamil Nadu Open University (TNOU) has developed and implemented a comprehensive program monitoring and review system to ensure the ongoing quality of its academic programs. This system involves periodic internal reviews that assess the attainment of learning outcomes through various direct and indirect assessment tools. Each program's curriculum is designed with clear objectives and outcomes. By evaluating these learning outcomes, TNOU can determine whether they have been achieved as intended. This continuous assessment, evaluation, and monitoring process ensures that the academic programs meet the desired standards and effectively serve the learners' needs.	https://tnou.ac.in/NAAC/SSR/CIQA/sub/Outcome Analysis 2023-24.pdf
5	Infrastructure Resources	Tamil Nadu Open University (TNOU) has established a robust system to gather data on the adequacy and optimal utilization of its facilities, including physical infrastructure, library, multimedia lab, language lab, electronic media lab, science lab, and information and communication technology (ICT) infrastructure. This system ensures that the quality of academic programs is maintained and that all stakeholders receive qualitative support. TNOU boasts a well-equipped infrastructure, featuring a Wi-Fi-enabled campus and all necessary physical facilities to support its educational mission effectively.	https://tnou.ac.in/NAAC/SSR/C4/4.2.1/4.2.1TNOU IT facilities.pdf
6	Learning Environment and Learner Support	Learner support services, including academic counseling classes and library services, are a primary focus of Tamil Nadu Open University (TNOU) for its Open and Distance Learning (ODL) students. TNOU has also established robust Information and Communication Technology (ICT) facilities to enhance the learning environment. These ICT facilities emphasize modern educational practices to support blended learning. Learner support services are provided through the student portal, TNOU app, and e-learning platform. TNOU	https://tnou.ac.in/LearnerCorner.php

		adopts a sophisticated approach to utilizing ICT and expertise in e-learning, creating a seamless, learner-centered environment.	
7	Assessment and Evaluation	TNOU ensures that all Learning Outcomes of a Programme are integrated into its evaluation protocol. This includes employing diverse assessment tools such as theory and practical assessments, projects, reports, internships, assignment evaluations, and term-end examinations. These varied assessments are designed to align with the specific learning outcomes expected from each course component	https://tnou.ac.in/examprocedures.php https://tnou.ac.in/formrelatedtocertificates.php
8	Teaching Quality and Staff Development	The university has a robust framework to enhance quality counseling, conduct capacity-building workshops, interactive teaching-learning sessions, and facilitate staff development programs. Academic staff are actively encouraged to participate in orientation, refresher programs, seminars, conferences, workshops, and faculty development initiatives to continually enhance their teaching and learning abilities. Non-teaching staff also benefit from periodic workshops aimed at updating their knowledge of technological advancements and tools.	https://tnou.ac.in/NAAC/SSR/CIQA/sub/1.Report CB New 29-01-24.pdf https://tnou.ac.in/NAAC/SSR/CIQA/sub/2.Report OP July 2023.pdf

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	<p>The university employs robust academic planning procedures to ensure its programs are relevant to the national economy, aligned with institutional strategic goals, and deliver a high-quality learning experience. It operates a curriculum development cell and academic forum, collaborating with Schools of Study to plan, design, review, and implement courses effectively.</p> <p>Furthermore, the university maintains sufficient teaching and support staff, along with infrastructure and technology, to keep the curriculum current and meet institutional objectives. It also integrates state government policies into its academic planning to contribute positively to societal advancement.</p>	https://tnou.ac.in/Academicplanner.php
2.	Validation	<p>TNOU has established a validation mechanism to ensure the academic viability of its learner support services and programs, ensuring that academic standards are appropriately defined and provide learners with optimal learning opportunities. This validation process occurs at two levels:</p> <ol style="list-style-type: none"> School Quality Assurance Committee (SQAC): The SQAC plays a crucial role in validating proposed courses and programs. It reviews and assesses the academic content, structure, and alignment with educational objectives within the respective schools. Centre for Internal Quality Assurance (CIQA): The CIQA oversees and validates the overall quality assurance processes across the university. It ensures that the academic standards set by SQAC and other regulatory bodies are met consistently throughout the institution. <p>These validation processes help TNOU maintain high academic standards and ensure that its programs are conducive to effective learning in the Open and Distance Learning (ODL) mode.</p>	https://tnou.ac.in/examprocures.php https://tnou.ac.in/NAAC/SR/C6/6.5.1/EAAA Report 2023.pdf

3.	Monitoring, Evaluation and Enhancement Plans	TNOU ensures quality delivery of its Open and Distance Learning programs and continually enhances outcomes through the following measures:	https://tnou.ac.in/NAAC/SSR/C6/6.5.1/FeedbackAnalysis.pdf
	a. Reports from Learner Support Centres (for Open and Distance Learning programmes)	a. Reports from Examination Centres: Regular reports on the conduct of Term End Examinations in the Open and Distance Learning Mode, including observations from examiners, are collected periodically from examination centres.	
	b. Reports from Examination Centres	b. External Auditor or External Agencies' Reports: TNOU considers academic audits and feedback from external auditors, experts, and third-party quality audits to implement necessary improvements.	
	c. External Auditor or other External Agencies report	c. Systematic Performance Data Consideration: Utilizing web-based technology, TNOU manages learner profiles, examination applications, hall ticket downloads, and results. Performance data such as course pass rates, learner profiles, progression, and achievement reports are analyzed for effective evaluation and auditing purposes, accessible through web-based applications.	
	d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels	d. Reporting and Analytics: TNOU generates necessary reports and analyzes learner and academic data to drive improvements and enhance learning outcomes. Periodic analysis of web portal data helps in evaluating learner performance and guiding quality enhancement initiatives.	
	e. Reporting and Analytics by the Higher Educational Institution	e. Periodic Reviews: The university gathers stakeholder feedback regularly to enhance program quality. Self-assessments are conducted periodically, utilizing stakeholder feedback to improve institutional systems and processes and ensure program excellence. Periodic reviews are prepared based on these assessments and stakeholder inputs. These measures ensure that TNOU maintains high standards of academic quality and continually improves its programs to meet the needs of learners effectively.	
	f. Periodic Review		

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

Mention details such as Regular Employee, Designation, Qualification, Salary

[\(Attach appointment letter and joining report\)](#)

[Staff Details](#)

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

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

Insert Box

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG				
PG				
PGD				

Sl.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	
1	BACHELOR OF ARTS - TAMIL	5	DR. S. BALASUBRAMANIAN	Professor	Ph.D .	18	R	301752		11.02.2004
2	MASTER OF ARTS - TAMIL		DR. M. VAIYAPURI	Assistant Professor	Ph.D .	16	R	181052		25.08.2005
			DR. S. ARANGANATHAN	Assistant Professor	Ph.D .	8	R	133766		27.02.2014
			DR. C. KARTHIKEYAN	Assistant Professor	Ph.D .	6	R	130216		29.01.2015
			Dr. G. JEYANTHI	Assistant Professor	Ph.D .	0	C	25000	11Months	04.10.2023
3	BACHELOR OF ARTS - ENGLISH	5	DR.R.MAHENDRAN	Assistant Professor	Ph.D .	7	Regular	133766		27.02.2014
4	MASTER OF ARTS - ENGLISH		DR. S. LEKSHMI THANGAM	Assistant Professor	Ph.D .	0	C	25000	11Months	04.10.2023
			DR. R. SIVAKUMAR	Assistant Professor	Ph.D .	0	C	25000	11Months	16.10.2023
			MRS. DEEPA G	Assistant Professor	PG with SET	0	C	25000	11Months	16.10.2023
			MS. GAYATHRI P	Assistant Professor	PG with SET	0	C	25000	11Months	29.09.2023
5	BACHELOR OF ARTS -	5	DR. N. DHANALAKSHMI	Professor	Ph.D .	17	R	247224		11.02.2004

	HISTORY									
6	MASTER OF ARTS - HISTORY		DR.E. INIYAN	Assista nt Profess or	Ph.D .	6	R	130216		30.01.2015
			DR. R. PARAMASIVAM	Assista nt Profess or	Ph.D .	1	C	25000	11M onth s	13.07.2023
			DR. M. SELVARASU	Assista nt Profess or	Ph.D .	1	C	25000	11M onth s	14.07.2023
			DR. S. MEENAKSHI	Assista nt Profess or	Ph.D .	1	C	25000	11M onth s	16.10.2023
7	BACHELOR OF ARTS – POLITICAL SCIENCE	5	DR. R. ARUMUGAM	Assista nt Profess or	Ph.D .	3	Regu lar	116584		16.11.2018
8	MASTER OF ARTS – POLITICAL SCIENCE		MR. G. S. JAI GANESHAN	Assista nt Profess or	PG with SET	1	C	25000	11M onth s	04.10.2023
			MR. V. MANIKANDAN	Assista nt Profess or	PG with SET	1	C	25000	11M onth s	03.10.2023
			DR. S. VENKATASUBRA MANIAN	Assista nt Profess or	Ph.D .	1	C	25000	11M onth s	11.10.2023
			DR. M. EJILVANAN	Assista nt Profess or	Ph.D .	1	C	25000	11M onth s	29.09.2023
9	BACHELOR OF BUSINSS ADMINISTRATION	5	DR. S. SUBRAMANIAN	Profess or	Ph.D .	18	R	269234		22.03.2004
10	MASTER OF BUSINSS ADMINISTRATION		DR. R. TAMILMARAN	Associa te Profess or	Ph.D .	7	R	246088		02.02.2015
			DR. N. SARANYA DEVI	Assista nt Profess or	Ph.D .	8	R	133766		27.02.2014
			DR.R.NARASIMHAN	Assista nt Profess or	Ph.D .	1	R	93648		07.03.2022

			DR.R.S.SUGASH WARPRASHANTH	Assista nt Profess or	Ph.D .	1	R	87848		07.03.2022
11	BACHELOR OF COMMERCE	5	DR. R. MEENAMBIGAI	Assista nt Profess or	Ph.D .	18	R	141292		18.11.2004
12	MASTER OF COMMERCE		DR.C.SIVAN	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	03.10.2023
			DR.R.KALPANA	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	29.09.2023
			DR.G.VALLI	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	18.10.2023
			DR.A.SENTHIL KUMAR	Assista nt Profess or	Ph.D .	1	R	87848		07.03.2022
13	BACHELOR OF SCIENCE MATHEMATI CS	5	DR. I. AMBETH	Assista nt Profess or	Ph.D .	7	R	126666		29.01.2015
14	MASTER OF SCIENCE- MATHEMATI CS		DR. M. PRITHA	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	14.07.2023
			MR. E. THAMBIRAJA	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	12.07.2023
			DR. D. MOHAN RADHEEP	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	01.09.2023
			DR. R. KALAIARASI	Assista nt Profess or	Ph.D .	7	R	126666		04.03.2015
15	BACHELOR OF SCIENCE ZOOLOGY	5	DR. T. RAVIMANICKAM	Associa te Profess or	Ph.D .	7	R	246088		29.01.2015
16	MASTER OF SCIENCE- ZOOLOGY		DR. J. INDHIRA PRIYADHARSINI	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	14.07.2023
			DR. SONIC PATRICIA	Assista nt Profess	Ph.D .	0	C	25000	11M onth s	12.07.2023

				or						
			DR. R. ATHIYAMAN	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	14.08.2023
			DR.T.SAMPATH KUMAR	Assista nt Profess or	Ph.D .	18	R	162024		17.11.2004
17	BACHELOR OF SCIENCE PHYSICS	5	DR. E. KUMAR	Assista nt Profess or	Ph.D .	7	R	130216		02.02.2015
18	MASTER OF SCIENCE- PHYSICS		DR. K. S. RAMAKRISHNAN	Associa te Profess or	Ph.D .	16	R	201926		22.09.2006
			DR. C. BARATHI	Assista nt Profess or	Ph.D .	16	R	176082		29.09.2006
			DR. E. VINOTH	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	11.08.2023
			DR. D. MOHAN RADHEEP	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	01.09.2023
19	BACHELOR OF SCIENCE BOTANY	5	DR. S. VINOD KANNA	Assista nt Profess or	Ph.D .	7	R	130216		29.01.2015
20	MASTER OF SCIENCE- BOTANY		DR. R. BANUPRIYA	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	10.07.2023
			DR. V. KARTHI	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	10.07.2023
			DR. R. SELVARANI	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	14.07.2023
			DR. P. VIJAYAKUMAR	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	10.07.2023
21	BACHELOR OF SCIENCE CHEMISTRY	3	DR. P. SHANMUGAVELAN	Assista nt Profess or	Ph.D .	7	R	126666		29.01.2015
			DR. T. TAMIZHARUVI	Assista nt	Ph.D .	0	C	25000	11M onth	12.07.2023

				Profess or					s	
			DR. M. SURESH	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	09.08.2023
22	MASTER OF SCIENCE- GEOGRAPHY	3	DR. K. KATTURAJAN	Assista nt Profess or	Ph.D .	7	R	126666		29.01.2015
			DR. D. BALAJI	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	10.07.2023
			DR. A. MUTHU KRISHNAN	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	12.07.2023
23	MASTER OF SCIENCE- PSYCHOLOG Y	3	DR. M. V. SUDHAKARAN	Profess or	Ph.D .	16	R	284996		04.01.2018
			MRS. G. SANDHYA SUNIL	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	16.10.2023
			DR. B. HARIPRIYA	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	17.10.2023
24	BACHELOR OF SPECIAL EDUCATION	3	DR.B. ANUPAMA DEVI	Assista nt Profess or	Ph.D .	8	R	133766		27.02.2024
			DR. R. M. TAMIL SELVAN	Assista nt Profess or	Ph.D .	8	R	123258		27.02.2024
			DR.S.SILAMBOLI	Assista nt Profess or	Ph.D .	1	C	25000	11M onth s	06.05.2022
25	BACHELOR OF COMPUTER APPLICATIO N	3	DR. N. SIVASHANMUGA M	Assista nt Profess or	Ph.D .	16	R	137458		13.05.2006
			DR. R. KALAIARASI	Assista nt Profess or	Ph.D .	7	R	126666		04.03.2015
			DR. P. CHITRA	Assista nt Profess or	Ph.D .	8	R	126666		27.02.2014
26	MASTER OF SOCIAL WORK	3	MRS.J. RENEE ARATHI	Assista nt Profess	M.P hil, SLE	7	R	116584		29.01.2015

				or	T.					
			DR. S.V.A. PRAKASH	Assista nt Profess or	Ph.D .	1	R	93848		07.03.2022
			DR. B. VIJAYKUMAR	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	08.08.2023
27	MASTER OF CRIMINOLOGY AND CRIMINAL JUSTICE ADMINISTRATION	3	DR. S. ANANTHARAMAK RISHNAN	Assista nt Profess or	Ph.D .	7	R	126666		04.03.2015
			DR. R.M. ARIVAZHAGAN	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	03.10.2023
			MS. J. JEEVITHA	Assista nt Profess or	PG with SET	0	C	25000	11M onth s	18.10.2023
28	BACHELOR OF ARTS – SOCIOLOGY	5	DR. D. THIRUMALRAJA	Assista nt Profess or	Ph.D .	7	R	130216		29.01.2015
29	MASTER OF ARTS – SOCIOLOGY		DR.A.SENTHIL KUMAR	Assista nt Profess or	Ph.D .	1	R	87848		07.03.2022
			DR. S. ANAND	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	16.10.2023
			DR. A. RANJITHKUMAR	Assista nt Profess or	Ph.D .	0	C	25000	11M onth s	16.10.2023
			MR. T. JAYAKUMAR	Assista nt Profess or	PG with SET	0	C	25000	11M onth s	16.10.2023
30	BACHELOR OF ARTS – ECONOMICS	3	DR. N. SARAVANAKUMAR	Assista nt Profess or	Ph.D .	7	R	126666		29.01.2015
			DR. R. PRAGADHEESWARI	Assista nt Profess or	Ph.D .	7	R	126524		02.02.2015
			MRS.S. RAJAMANI	Assista nt Profess or	PG with SLE T	1	C	25000	11M onth s	06.05.2022
31	BACHELOR OF	5	DR. M.MANIVANNAN	Profess or	Ph.D .	15	R	277044		22.06.2007

EDUCATION	DR. K. S. PREMILA	Associate Professor	Ph.D .	16	R	246088		27.09.2006
	DR. P. PANDIA VADIVU	Associate Professor	Ph.D .	15	R	201926		27.06.2007
	DR. D. SUMATHI	Assistant Professor	Ph.D .	16	R	176082		28.09.2006
	DR. A. S. ARUL LAWRENCE	Assistant Professor	Ph.D .	8	R	133766		27.02.2014

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	
Assistant Registrar	1	
Section Officer	1	
Assistants	3 (2 for DM Universities)	
Computer Operator	2	
Multi-Tasking Staff	2	

[\(Attach duly attested photocopy of appointment letter with salary details\)](#)

Note:

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

Part – IV: Examinations

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

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

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

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 Upload guidelines	
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 Upload	
3.	<p>The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;</p> <p>ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution</p>	YES	
4.	The curricular aspects, assessment criteria and	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	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		
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. summative assessment (end semester examination or term end examination): Minimum 70 per cent.	YES Upload sample question paper	
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 Upload sample	
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 Upload Process	
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	YES Upload list	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	regulations.		
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	YES	
	(b) Availability of biometric system	NO	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	NO	
	(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	NO	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	<u>Upload Sample and list</u>	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	YES, <u>Upload details of Observer assigned</u>	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	YES <u>Upload Observer Report</u>	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen- paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	YES	
	(b) The Exams shall be under the direct	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	control and responsibility of the Open and Distance Learning mode Institution		
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	YES	
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations	YES	
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	YES	
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have <ul style="list-style-type: none"> i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name. 	YES Upload samples Upload samples2	
	(b) Each award shall also be uploaded on the National Academic Depository	YES	
18.	It shall be mandatory for Higher Educational	NO	

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

4.3 Whether any examination held through online mode. NO

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

INSERT TEXT BOX

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
JULY 2023	Separate File attached Upload					
JAN 2024						

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

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

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

Preparation of PPR: Each and every Programme that have been launched by Tamil Nadu Open University has a Programme Project Report with the details of Programme objectives and outcomes, nature of target group of learners, programme content designing and developing, cost estimates for development of the programme including the Programme admission and evaluation norms. The cost estimate for each of the Programme is arrived using Back Flush costing and even the break-even is being arrived at. Approval of PPR: The Programme Project Report that was prepared for each of the Programme is being placed in the Board of Studies of the concerned School for approval. Once the approval of the BOS has been obtained the same is placed before the Academic Council and the Syndicate for its approval. All the PPR's of Programmes offered by TNOU are approved by the required statutory bodies of TNOU.

[Sample PPR Authority Approval](#)

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

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

Learning Material (Both print and Non-print form): Self-learning Materials (SLMs) differ from a chapter of a textbook or an article of a journal. The chapters of a text book usually present information in a very compact form. They are closer to reference material than to learning materials. They are organized in terms of the subject matter rather than to aid learning. On the other hand, SLMs are the instrument for learning. The main characteristics of SLMs prepared by TNOU are Self-explanatory, Self-contained, Self-directed, Self-motivating and directed towards Self-learning.

Curriculum and Pedagogy: Keeping in view the skills, attention span and study habits of the learners, the content load is designed to be appropriate and manageable. A unit is a pedagogical unit that can be completed by a learner within a reasonable period of time, say for example, 5-6 hours, i.e., at the most three sittings. The SLM at TNOU are prepared as per these norms.

[Sample SLM Authority Approval](#)

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

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

Preparation of SLM: The Self-Learning Materials are prepared as per the Credit structure of the concerned Programmes and the SLM Policy of the University with clear Learning Objectives and Learner outcomes. The Course is divided into required number of Blocks and then subdivided into Units. Each Unit are categorized into sections and sub-sections by including Self-Check questions and Activities as per the requirement of the content. Approval of the Statutory Authorities: The SLM prepared by TNOU as per the SLM Policy was approved by the statutory bodies like the Board of Studies of the concerned School and the Academic Council of TNOU.

[samples](#)

[Approval Authority](#)

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
	UG	SEPARATE FILE ATTACHED UPLOAD				
	PG					

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.

LSC as the interface between the learners and the university offers various responsive academic and administrative learner support services. In order to maintain the quality of the services of the Tamil Nadu Open University, it is imperative to take utmost care in identifying its location and institution for establishment to deliver the TNOU programmes for tapping the door steps of perspective learners. Learner Support Centres (LSCs) are established by TNOU only in a college or institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institutions in Tamil Nadu offering conventional mode programmes of equivalent level in the same broad in accordance with the UGC-ODL Guidelines 2020. LSCs is required to have all the necessary infrastructure and availability of appropriate number of qualified expertise not below the rank of qualified Assistant Professors of recognized Colleges or Institutes offering a similar programme for engaging theory counselling sessions and supervising practical sessions in laboratory or field. LSC may engage the services of qualified Academic Counsellors from the nearby institutions of higher learning. LSCs may act as Examination Centre of TNOU in accordance with the UGC-ODL Guidelines 2020.

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.	SEPARATE FILE ATTACHED UPLOAD									
N.										

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
YES	From 2010 onwards	12 years or above	YES

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

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

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	January & July	March & September	YES
Audio-Video Material	January & July	January & July	YES
Online Material	January & July	January & July	YES
Compute based Material	January & July	January & July	YES

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

a. Provide details as under:

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

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

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

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Joint Declaration	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	YES https://tnou.ac.in/Documents/files/status.pdf	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	https://tnou.ac.in/Recognition.php	
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	https://tnou.ac.in/Self-Disclosure-Academic.php	
5.	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;	https://tnou.ac.in/Curriculum.php	
6.	Important schedules or date-sheets for admissions, registration, re-registration,	https://tnou.ac.in/LearnerCorner.php	

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.		
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	https://tnou.ac.in/NAC/SSR/C1/1.4.1/TNOU Teachers feed back form new.pdf https://tnou.ac.in/NAC/SSR/C1/1.4.1/Le arners feedback Form (4).pdf https://tnou.ac.in/NAC/SSR/C1/1.4.1/external subject feedback form new (1).pdf https://tnou.ac.in/NAC/SSR/C1/1.4.1/Academic counsellors form.pdf	
8.	Information regarding all the programmes recognised by the Commission	https://tnou.ac.in/ugc-recognition.php	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	https://tnou.ac.in/admittedstudents.php https://tnou.ac.in/examresults.php	
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;	https://tnou.ac.in/eslm/	
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	https://tnou.ac.in/examcentresfaq.php	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and	https://tnou.ac.in/Self-Discloser-Student.php	

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	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		
13.	List of the 'Examination Centres' alongwith the number of learners in each centre, for Open and Distance Learning programmes	https://tnou.ac.in/Self-Discloser-Student.php	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	https://tnou.ac.in/NAC/SSR/CIQA/Documents/4.2.1 Examination Manual.pdf	
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	https://tnou.ac.in/Academicplanner.php	
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	https://tnou.ac.in/NAC/SSR/C6/6.5.1/EAAA Report 2023.pdf	

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.	<p>The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government:</p> <p>Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	YES
6.	<p>Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners:</p> <p>Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution</p>	YES
7.	<p>Every Higher Educational Institution shall–</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an</p>	YES

	<p>International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and</p> <p>(d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.</p>	
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,	YES

	which shall be in consonance with the resources	
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	YES
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	YES
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	YES
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	YES
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	YES
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	YES

8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	YES
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	YES
9	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	YES
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	YES
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	YES
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the	YES

	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	
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	YES
14.	<p>No Higher Educational Institution shall, issue or publish-</p> <p>(a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised;</p> <p>(b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading</p>	YES

Part – IX: Grievance Redressal Mechanism

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

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

Tamil Nadu Open University is very much interested in the welfare of the students of Open and Distance Learners. Several measures have been taken for the benefit of the students such as facilitating admission in online, issuing ID card, timely despatching Study Material, conducting Academic Counselling Classes as per academic schedule, submission assignment, prior intimation of Term End Intimation, issuing certificate, convocation related activities, facilities for placement and alumni engagement.

Student's Grievance Redressal Mechanism including E-Mail and SMS based students grievance redressal system is in place.

In order to make the Students Grievance Redressal Mechanism more interactive, participative and effective based on the representation from the students, it is proposed to form a Students Welfare & placement Cell for redressing the grievances of the students. The cell shall comprise of a mixture of authorities, Faculties, staff and regional coordinator

Accordingly, a cell is in place, which shall reinforce the existing systems to look after the welfare of the students. The cell shall reach exhaustively to the students and shall coordinate with the students, provide them with solutions to suit the interest of the students and the university.

The representation of various issues, once brought to the notice of the Cell, shall be prioritized and dealt with utmost seriousness till redressed. Cell shall brainstorm on the issues at hand, and come out with a time bound action plan, after carefully exploring all possible avenues for an optimum solution.

All Schools, Divisions and Regional Centres shall be maintaining a separate register for registering students' grievances and resolving the grievances details

The Cell shall meet once in a month to discuss issues with participation of the students. The minutes of the meeting, the action plan drafted and the action taken report shall be forwarded to the authorities for necessary follow up action.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
192	65

9.3 Complaint Handling Mechanism

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

Online Grievance Redressal Mechanism

Relevant grievances from the learners are being received from online mode through www.tnou.ac.in in which one of the segments is student portal. After enrolled with TNOU, the students can register his name with help of enrolment number generated by the University. Once register in the student portal, the learners can submit their grievance related to all academic support activities and the same is being resolved by the automation team of TNOU under the supervision of Student Registration and Evaluation Division within 15 (fifteen) days.

Offline Grievance Redressal Mechanism

Grievances form has been developed and utilised in the information centre of HQ. When the learners visit to the HQ in person, the staff of Information Centre will attend the learners and issue the grievance form in which the learner will notify their grievances. The staff would send the same to the respective schools and division depend upon the grievances for redressal, otherwise it would be resolved in the information with help of interface support/exam pro (online support) within a day.

[COMPLAINT HANDLING MECHANISM OF TNOU](#)

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)
2	2	YES

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

Academic calendar facilitate learners to prepare themselves to attend counselling classes, undertake Term-End Examination, Continuous Internal Assessment and Practical exams by Dissemination of information well in advance.

Web based students' grievance redressal enhance the rate of redressal thereby satisfaction of learners are increased.

Induction programme in all Regional Centres has enlighten the learners on awareness pertaining to their programme of study, regulations and procedures involved in ODL system which reduced the grievance of learners at source.

SLM/eSLM supplied enable the learners through understanding of subject matter.

Web Portal based submission of assignments enables on time submission. Exclusive mobile app and end to end IT solution has eliminated total gap between learners and University. Implementation of 100 % fee waiver to physically challenged

10.2 Best Practices of the HEI

Since 2007 TNOU has established Jail Study Centres at 9 Central Prisons and 2 Special Prisons for Women and they offer various skill development programmes to the prisons inmates. The Mahatma Gandhi Community College, the first-of-its-kind in carrying out jail project in Tamilnadu started functioning since 2011 in all these prisons and Borstal School at Pudukottai. Jail Study Centres are managed by the Department of Prisons. The Additional Director General of Police and Inspector General of Prisons, Chennai is the Coordinator for TNOU Jail Study Centres who coordinates with TNOU and other Voluntary Organizations to offer free education to the prison inmates. The counseling classes and practical sessions are handled by teachers from TNOU Community Colleges, Indian Centre for Research and Development of Community Education (ICRDCE) and educated prison inmates. Mobile labs have been set up to provide hands on training for skill training programmes. The individual skills are tested after practical sessions at prisons to find the level of skill obtained by the prison inmates. Upon completion of the course, the inmates are awarded certificates and prison authorities make all efforts to find suitable employment or entrepreneurship opportunities after their release. At present, TNOU offers academic programmes, Skill Development and many different training programmes and Vocational Programmes through Open and Distance Learning mode. There is no age limit for pursuing these programmes. Since the TNOU programmes are both in English and vernacular languages, the prison inmates find it easy to complete their programmes successfully. After release, the prison inmates become entrepreneurs or employed.

10.3 Details of Job Fairs conducted by the HEI

Since 2018, 9 job fairs have been conducted at Chennai, Tirunelveli, Tiruchirappalli, Madurai, Villupuram and Gobichettipalayam. So far 40869 students had participated in them and 6986 were offered jobs, with 17 % success rate and the average salary is 2.5 – 3.5 Lakhs per annum. Many differently abled students also participated and secured jobs. In each job fair, nearly 50 – 250 companies participated. At present MoUs have been signed with ARS Steels and Alloys, Chennai, Asgardio Corp, Chennai, Asgardio Foundation, Chennai, Tech Anugraha, Chennai, KMCT, BSA, PEEP, Vizza, Chennai to collaborate in Job Fairs. Many companies volunteer themselves and there is a demand for more such job fairs. For this purpose, the Centre for University-Industry Institution Collaboration (CUIIC) has been set up on August 15, 2021.

10.4 Success Stories of students of ODL mode of the HEI

https://www.youtube.com/watch?v=zCB_taMIQ8Q
<https://www.youtube.com/watch?v=HpVSWU9HzoA>
<https://www.youtube.com/watch?v=1Mq1VElu91g>

10.5 Initiatives taken towards conversion of SLM into Regional Languages

Most of the UG & PG Programmes have been offered into regional language that is Tamil, as per SLM policy of TNOU

10.6 Number of students placed through Campus Placements

Since 2018, 9 job fairs have been conducted at Chennai, Tirunelveli, Tiruchirappalli, Madurai, Villupuram and Gobichettipalayam. So far 40869 students had participated in them and 6986 were offered jobs, with 17 % success rate and the average salary is 2.5 – 3.5 Lakhs per annum. Many differently abled students also participated and secured jobs. In each job fair, nearly 50 – 250 companies participated. At present MoUs have been signed with ARS Steels and Alloys, Chennai, Asgardio Corp, Chennai, Asgardio Foundation, Chennai, Tech Anugraha, Chennai, KMCT, BSA, PEEP, Vizza, Chennai to collaborate in Job Fairs. Many companies volunteer themselves and there is a demand for more such job fairs. For this purpose, the Centre for University-Industry Institution Collaboration (CUIIC) has been set up on August 15, 2021.

10.7 Details of Alumni Cell and its activity

The Alumni Association of the University is called Tamil Nadu Open University - Alumni Association (TNOUAA). It is registered under Tamil Nadu Societies Registration Act 1975 with Tamil Nadu Act 27 of (1975) at Chennai South, 14th December 2022. (tnreginet.gov.in)

Objectives: The Alumni Association of the Tamil Nadu Open University was established with the following objectives:

To bring the graduated learners of all the Schools of Study of Tamil Nadu Open University, Chennai under one umbrella for exchange of expertise, dissemination of knowledge and competencies and providing fellowship and recruitment.

To provide placement opportunities to the entire alumni/ current learners through job fairs and also linkage with various industries/organisations/institutes.

To create and establish Alumni endowments for granting scholarships, prizes and medals to the learners showing high proficiency in their studies and honour graduated learners of the University.

To collect funds by subscriptions, contributions, donations and gifts from members, non-members, Governments, Universities, other institutions, NGOs and philanthropists for the above objectives.

To render financial aid for the academically deserving and economically/socially underprivileged learners. To conduct cultural, educational programmes and Alumni day celebrations every year.

To promote the green environment and encourage Schools of Study to create and utilize renewable sources of energy.

To bring out various journals to highlighting the activities of the University.

10.8 Any other Information

TNOU was established by an Act (No.27 of 2002) of the Legislature of Tamil Nadu in 2002. The Tamil Nadu Government, through TNOU, has assumed the responsibility to meet the ever-growing demands for higher education from diverse sections of society, irrespective of caste, creed, religion, age, profession, and habitat in the state by way of reaching the unreached and providing education for all and ever at an affordable cost. The academic programmes of TNOU are duly recognized by UGC-DEB, NCTE, RCI, and AICTE. The university stands out as one of the six open universities to have been accorded the 12B status by the University Grants Commission (UGC) in 2016. Initially, the faculty members were selected on a deputation basis, and then permanent faculty and administrative staff were recruited. The academic operations commenced in 2003-04. In May 2011, the headquarters of TNOU was shifted to its own building. The first TNOU-owned Regional Centre was inaugurated in December 2020 in Viluppuram. TNOU has 225 Learner Support Centres (LSCs) across Tamil Nadu. The LSCs are linked with twelve Regional Centres (RCs) of TNOU based on the jurisdiction of each RC and headquarters for better coordination and providing academic and administrative support services to learners. The University has 11 schools, 32 departments, 5 divisions, 12 regional centres, 5 centres, 3 chairs, and 9 cells. The University offers 31 programmes (15 UG and 16 PG programmes), 24 Ph.D. programmes, 17 diplomas (including vocational diplomas), and 45 certificate and awareness programmes. As per UGC-DEB approval, TNOU started research programmes – Ph.D. (in Regular Mode) in 2017. In order to provide skill-based education and training to disadvantaged groups in Tamil Nadu through community colleges, TNOU was identified and issued an order by the Government of Tamil Nadu in 2008 (G.O.M.s. No-163 dated 22-05-2008) to offer skill development programmes. These skill education and training programmes are now offered at short-term, certificate, vocational diploma, and advanced vocational diploma levels in TNOU. The University achieved an impressive 'A+' grade with a CGPA of 3.32 out of 4 in its very first cycle of accreditation from the National Assessment and Accreditation Council (NAAC), Bengaluru, declared on 02.08.2023. TNOU is the second Open University in India to attain the highest score in NAAC accreditation during its first cycle. TNOU is also the first State University in Tamil Nadu to obtain NAAC grade of A+ in the first cycle of accreditation.



TNOU

TAMIL NADU OPEN UNIVERSITY

[A State Open University established by the Government of Tamil Nadu,
Recognised by UGC-DEB, Approved by AICTE, RCI & NCTE, Accredited by NAAC with A+ Grade,
Member in Asian Association of Open Universities & Association of Commonwealth Universities.]



No.577, Anna Salai, Saidapet, Chennai - 600 015, Tamil Nadu, India.

☎ Phone: 9840864603 | (91-44) 2430 6645

✉ E-mail: registrar@tnou.ac.in; Website: www.tnou.ac.in

Dr. G.R. Senthil Kumar, M.Sc., M.Phil., Ph.D.

27th August 2024

Registrar

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]

Signature of the Director:

[Signature]

Signature of the Registrar:

Name: Dr. R. Tamilmaran

Name: Dr. G.R. Senthil Kumar

Seal:

Seal:

Director
Centre for Internal Quality Assurance (CIQA)
Tamil Nadu Open University, Chennai-15.

Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.

Date: 27.08.2024

Date: 27.08.2024

Note: Kindly take the print out of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.



TAMIL NADU OPEN UNIVERSITY

[A State Open University established by the Government of Tamil Nadu,
Recognised by UGC-DEB, Approved by AICTE, RCI & NCTE, Accredited by NAAC with A+ Grade,
Member in Asian Association of Open Universities & Association of Commonwealth Universities.]

No.577, Anna Salai, Saidapet, Chennai - 600 015, Tamil Nadu, India.

☎ Phone: 9840864603 | (91-44) 2430 6645

✉ E-mail: registrar@tnou.ac.in; Website: www.tnou.ac.in



Dr. G.R. Senthil Kumar, M.Sc., M.Phil., Ph.D.

Registrar

27th August 2024

Declaration

This is to certify that the Centre for Internal Quality Assurance [CIQA] of TNOU has prepared a Programme Project Report for each and every Programme offered by TNOU. The PPR of all the programmes are prepared as per norms and guidelines of the UGC as stated in UGC(ODL& OL) Regulations, 2020, and the same has been approved by the Statutory bodies of the University.

REGISTRAR

Registrar

Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.



TAMIL NADU OPEN UNIVERSITY

[A State Open University established by the Government of Tamil Nadu,
Recognised by UGC-DEB, Approved by AICTE, RCI & NCTE, Accredited by NAAC with A+ Grade,
Member in Asian Association of Open Universities & Association of Commonwealth Universities.]

No.577, Anna Salai, Saidapet, Chennai - 600 015, Tamil Nadu, India.

☎ Phone: 9840864603 | (91-44) 2430 6645

✉ E-mail: registrar@tnou.ac.in; Website: www.tnou.ac.in



Dr. G.R. Senthil Kumar, M.Sc., M.Phil., Ph.D.
Registrar

27th August 2024

Declaration

This is to certify that Tamil Nadu Open University [TNOU] has a proper student grievance redressal and feedback mechanism to collect feedback from students and undertake its analysis and corrective actions thereof as per the UGC(ODL& OL) Regulations, 2020, Tamil Nadu Open University has designed a feedback mechanism which is collected from both the students and the counsellors regarding SLM materials, academic counselling classes, assignments submission and evaluation and other academic support services provided by the University. Both feedbacks are being collected from the academic counsellors and the students through Learner Support Centres of TNOU.

REGISTRAR

Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.



TAMIL NADU OPEN UNIVERSITY

[A State Open University established by the Government of Tamil Nadu,
Recognised by UGC-DEB, Approved by AICTE, RCI & NCTE, Accredited by NAAC with A+ Grade,
Member in Asian Association of Open Universities & Association of Commonwealth Universities.]



No.577, Anna Salai, Saidapet, Chennai - 600 015, Tamil Nadu, India.

☎ Phone: 9840864603 | (91-44) 2430 6645

✉ E-mail: registrar@tnou.ac.in; Website: www.tnou.ac.in

Dr. G.R. Senthil Kumar, M.Sc., M.Phil., Ph.D.
Registrar

27th August 2024

Declaration

This is to certify that Tamil Nadu Open University [TNOU] has exactly identical pass/fail criteria of ODL programmes as in the case of conventional programmes offered by other conventional Universities in the State of Tamil Nadu.


REGISTRAR
Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.



TAMIL NADU OPEN UNIVERSITY

[A State Open University established by the Government of Tamil Nadu,
Recognised by UGC-DEB, Approved by AICTE, RCI & NCTE, Accredited by NAAC with A+ Grade,
Member in Asian Association of Open Universities & Association of Commonwealth Universities.]

No.577, Anna Salai, Saidapet, Chennai - 600 015, Tamil Nadu, India.

☎ Phone: 9840864603 | (91-44) 2430 6645

✉ E-mail: registrar@tnou.ac.in; Website: www.tnou.ac.in



Dr. G.R. Senthil Kumar, M.Sc., M.Phil., Ph.D.
Registrar

27th August 2024

Declaration

This is to certify that Tamil Nadu Open University [TNOU] follows the territorial jurisdiction and has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL& OL) Regulations, 2020.


27/8/24
REGISTRAR
Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.



TAMIL NADU OPEN UNIVERSITY

[A State Open University established by the Government of Tamil Nadu,
Recognised by UGC-DEB, Approved by AICTE, RCI & NCTE, Accredited by NAAC with A+ Grade,
Member in Asian Association of Open Universities & Association of Commonwealth Universities.]

No.577, Anna Salai, Saidapet, Chennai - 600 015, Tamil Nadu, India.

☎ Phone: 9840864603 | (91-44) 2430 6645

✉ E-mail: registrar@tnou.ac.in; Website: www.tnou.ac.in



Dr. G.R. Senthil Kumar, M.Sc., M.Phil., Ph.D.

Registrar

27th August 2024

Declaration

This is to certify that the details of faculty in School of Study of Tamil Nadu Open University and the details of the Learner Support Centres (LSC's) are declared on the website of TNOU. The explicit link of the details of Academic faculty in the TNOU website is as follows: <https://tnou.ac.in/Listoffaculties.php>. The link of the details of the Learner Support Centres of TNOU is <https://tnou.ac.in/RegionalCentres.php>.

REGISTRAR

Registrar

Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.



EDUCATION FOR ALL AND EVER