

Annual Report

OF

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

PROGRAMMES UNDER ONLINE MODE

2024-2025

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Part – I: General Information**1.1 Date of notification of the Centre (attach a copy of the notification):**[Approval 2020-21](#)**1.2 Details of Director, CIQA**

- Name: Dr. M. Murali Krishna
- Qualification: Ph.D.,
- Appointment Letter and Joining Report: Uploaded (PDF)

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

S. No.	Designation	Nomination as	Name and Qualification	Specialization / Designations	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Dr. S. N. Sridhara,	Vice Chancellor	03.11.2024
b.	Three Senior teachers of HEI	Member 2	Dr. Anitha S Pillai,	Prof. - MCA Dept	03.11.2024
		Member 3	Dr. M. Murali Krishna	Director IQAC	03.11.2024
		Member 2	Dr. Anitha S Pillai,	Prof. - MCA Dept	03.11.2024
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. Selvi Rajendran,	Director, HITS CODE	03.11.2024
		Member 5	Dr. Badrinarayan,	Associate dean- SoM, HITS	03.11.2024
		Member 6	Dr. T SudalaiMuthu	Head, CS Department	03.11.2024
d.	Three External Experts of ODL and/or Online Education	Member 7	Dr. K. Pannerselvam	Senior Regional Director, IGNOU, Chennai	03.11.2024
		Member 8	Dr. S. Subramanian	Director, Tamil Nadu Open University, Chennai	
		Member 9	Dr. A.M. Narendra Kumar	General Manager, HCL EdTech, Chennai	03.11.2024
e.	Officials from departments of HEI • Administration • Finance	Member 10 Admin	Mr. Enid Verghese	Deputy Director, HITS	03.11.2024
		Member 11 Admin	Dr. MuthuKumar Subramaian,	Registrar, HITS	03.11.2024
		Member 12 Finance	Ms Padmapriya N	Financial Controller, HITS	03.11.2024
F	Director CIQA	Member Secretary	Dr. M. Murali Krishna	Director IQAC	03.11.2024

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

YES

(if No, reason thereof)

YES

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

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 7	29 th August 2024	3 members	uploaded	uploaded
Meeting 8	11 th June 2025	3 members	uploaded	uploaded

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

From <July, 2021> academic session: ZERO

Form - 1a/2021 Academic Session - 2020											
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)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	T G	Total
1.	NIL										
N.											

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.**1.6 Number of programmes started at Diploma level as per Regulation 24 of UGC (ODL Programmes and Online Programmes) Regulations, 2020:**

From <July, 2021> academic session: Nil

From July, 2021 - Academic Session XX											
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)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	NIL										
N.											

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 <July, 2021> academic session: Nil

From July, 2021 Academic Session till										
Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted(Male/Female/Trans-gender)			
							M	F	TG	Total
1.	NIL									
N.										

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:

From <July, 2023-2024> academic session: Nil

From July, 2023-2024 Academic Session: Nil											
Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)				
							M	F	TG	Total	
1.	NIL										
N.											

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

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

From <July, 2023-2024>academic session: Nil

From July, 2020-2021 Academic Session till										
Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	NIL									
N.										

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	HITS CODE aims to provide world class learning experience for the online students. To this effect the focus was kept on getting the faculty trained on engaging students online. The quality of faculty communication skills, familiarity with online tools, use of virtual conferencing platform and access to visual aids was focused. Once the students are enrolled through our HITS Admission portal, our customer relationship management (CRM) software processes the eligibility check and fees payment details. UGC norms are followed to ensure the student is admitted using the same criteria as a regular program. This information is transferred to our Enterprise Resource Planning (ERP) software. The student registration no., virtual ID card and course assignment happens on this portal. This is further pushed to our LMS where they are mapped to appropriate academic calendar and courseware. During the classes, faculty conducted inquiry sessions to help students clarify their academic questions. This was further enhanced through various support services such as student portal, Email, WhatsApp, and Phone Calls. Further the Learning Management System (LMS) was aligned to the needs of the HITS CODE students and the functions were familiarized to students through learner orientations held on a regular basis. HITS students are offered refresher courses in order to bridge the knowledge gap and improve their application of the knowledge gained.	Click Here
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	At HITS CODE, quality is a continuous process. We undertake regular weekly live interactive sessions to make learning enjoyable and ease for the online learners. This is evaluated through periodic surveys and formative assessment scores. Periodic feedback sessions further reinforce are held based on the student's request to clear any doubts.	Click Here

3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	At HITS CODE, we conduct regular evaluation are with focus four quadrants evaluating courseware SLM, E-Books, MCQs, Assignments, discussion forums, FAQs, and Glossaries. This is available on HITS CODE LMS platform and is accessible online by the students and the concerned faculty. The recording of live sessions is also for helping in learning the subject that engage learners and improve the learning process.	Click Here
4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	At HITS CODE, the aim is to offer learning experience that matches the conventional learning experience. MS Teams Virtual Meeting platform offers a plethora of tools and labs for helping the students understand the theoretical cum practical aspects of the courses. This helps the learners to improve their technical abilities in real-time.	Click Here
5.	Mechanisms devised for interaction with and obtaining feedback from all stake holders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	At HITS CODE, we follow the UGC recommended four quadrants model, where our e-Tutorials, e-Courseware help the students understand the concepts and ideas behind the subject. This is done through Audio Video resources, Textual learning materials, and e-books supplied in the LMS platform. The regular discussions by students and faculty coupled with both formative & summative assessments ensure that learnings are applied to real world scenarios. This four- quadrant model and its content are audited internally by the internal quality assurance coordinators. Feedback is conducted under various stakeholders 1. Learners' feedback on the admission process. 2. Learners' feedback on academics 3. Learners' feedback on LMS 4. Learners' feedback on assessments & exams	Click Here
6	Measures suggested to the authorities of Higher Educational Institution for qualitative Improvement	HITS CIQA team has advised various <u>Deans & HoD</u> who are collaborating with CODE to review and audit educational programs and its delivery online. Under directions of Vice Chancellor and IQAC team, there are nominated staff to monitor the quality aspects and provide information for assessment. UGC defined Program coordinators are appointed for every program. They monitor the deliverables continuously in order to maintain the program standards. In the weekly & monthly meetings VC and the Registrar are updated on the new developments in the program delivery.	Click Here
7	Implementation of its recommendations through periodic reviews	At HITS CODE, we send out periodic surveys to students on the overall program conduct and outcomes. Their feedback is taken to understand the shortcomings on the program delivery. All the	

		feedbacks are reviewed in academic meetings and action is taken to rectify the issues highlighted. The department weekly meetings are conducted every Tuesday and institutional reviews are conducted on monthly basis for the betterment of the academic activities.	Click Here
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.	AT HITS CODE, we believe in the dissemination of knowledge and use workshops & seminars for the same. These are conducted online through our virtual meetings tool. The learners benefit from the participation in the workshops/ seminars. The Head of CODE conducts exclusive interaction with faculty members both external and internal on the CODE educator's day and share the plans to maintain global standards on learning delivery.	Click Here
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	Guest Lectures, access various online webinars, research on online delivery help develop best practices at HITS CODE. Regular, working professional lectures who come in as guest speakers during classes help the learners to real world understanding of the concepts. Regular assignments on practical application ensure that learnt ideas are put to use in real world scenarios. HITS CODE also encourages Internships and projects/mini-projects to help students to understand the corporate style of operations.	Click Here
10	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	The Academic Council of the university evaluates programme and its reports in accordance with UGC regulations. Industry demand is established as grounds for a new academic course. Curriculum is based on various parameters including global best practices.	Click Here
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	UGC Norms guide the programme evaluation process. The project reports are evaluated by a core committee of the university as per the regulation of UGC norms. Industry demand, role analysis, projected requirements are used for the development of a new academic programme, based on which the various parameters of the program are decided including the current market trends and various services to be delivered	Click Here
12.	Mechanism to ensure the proper implementation of Programme Project Reports	The academic schedules are prepared as the annual plans and reviewed periodically and actionable reports are generated. The academic schedules and plans are sanctioned by the Registrar and properly implemented.	Click Here
13.	Maintenance of record of	At HITS CODE, records of various activities and programs are maintained for regular reporting	

	Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	needs of regulatory authorities such as UGC, AICTE, NAAC committees, etc. Annual report of students details, courseware details, faculty appointments, course delivery plan, technology platform management forms, formative & summative assessment plans and results along with various academic regulations, guidance, notices, etc are kept up to date for easy access.	Click Here
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Real world work environment exposure through internships, and expert interactions help HITS CODE learners to connect them with corporate world. This prepares them for world of work. The curriculum mapping at BOS meetings with industry experts further enhance job relevance. The mini projects, access job-based tools and technologies, understanding of domain through industry study & research helps in building professional skills, career advancement, and placement enhancement.	Click Here
15.	Facilitated system-based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Short Synopsis on the audio- visual materials are prepared to have the overall knowledge on the course before going to actual lessons. To improve the creative knowledge among the learners in academic centric videos and audio assignments are incorporated in their weekly assignments. Last Minute Revision (LMR) are conducted for the learners to get quick recap on their course overview for the better performance in the	Click Here
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	Centre Internal Quality Assurance Meetings are conducted bi-annually (CIQA) under the supervision of the Heads of Departments in the institution along with external academic experts who have worked on Online Education and professionals from industry to review and advise on overall academic program.	Click Here
17.	Measures adopted to ensure internalization and institutionalization of quality Enhancement practices through periodic accreditation and audit	The CIQA review reports are documented for their quality and quantification of the various CODE activities. The records are maintained on a daily, weekly, and monthly basis for continuous auditing and developmental reviews.	Click Here
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	There are standard operating procedures approved by the Statutory authorities in place for the guidelines and compliance with various institutions such as UGC, AICTE, and other industry bodies under ministry of education. The process is verified and implemented during the production of self-learning materials, audio-visual content, and various assessments.	Click Here
19.	Information obtained from other Higher Educational	SWAYAM four quadrant content development norms are used to ensure HITS CODE learning	

	Institutions on various quality benchmarks or parameters and best practices.	materials are compliant and fulfil the requirements. SLM, audio-visual learning materials, online learning materials, assignments, assessments, and FAQs. Syllabus and delivery methods are mentioned in the Regulations.	Click Here
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Centre Internal Quality Assurance Meetings have been conducted bi-annually (CIQA) under the supervision of the Heads of the institution and external experts to monitor and inspect academic activities. The reports are documented for their quality and quantification of the departmental activities.	Click Here
21.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	HITS CODE team submits various Annual reports to the Statutory Authorities about its activities at the end of each academic session. To start any new programme: a. Project Planning Report is prepared as per UGC Regulations, 2020. b. The PPR is reviewed by Academic Council Committee c. The PPR is approved in the Academic Council meeting (ACM) d. The PPR approved in the ACM finally approved by Board of Management for the program launch. Based on this entire faculty mapping, courseware creation & assessments plans are approved for delivery.	Click Here
	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	A copy of the report was submitted in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission. Centre Internal Quality Assurance Meetings have been conducted bi-annually (CIQA) under the supervision of the Heads of the institution and external experts to monitor and inspect academic activities.	Click Here
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and Processes	Centre Internal Quality Assurance Meetings have been conducted bi-annually (CIQA) under the supervision of the Heads of Departments and external academic experts and industry professionals to monitor and inspect academic activities. The suggestion are implemented in the upcoming sessions as discussed in the CIQA meeting.	Click Here
23	Facilitated adoption of instructional design requirements as per the philosophy of the Online	HITS CODE developed its own in-house instructional designs method which covers learner needs, faculty style, course coverage and innovative online delivery methods. This is in-line with the statutory bodies of the Higher	Click Here

	learning decided by the statutory bodies of the HEI for its different academic Programmes	Educational institution's requirements on instructional designs. Academic programs content are designed and developed with focus on industry relevant skill development.	
24	Promoted automation of learner support services of the Higher Educational Institution	HITS CODE is working on automation process such as chatbot and AI enabled FAQs. This should help learners. Currently HITS has Chatbot in use in the 24X7 admission service. The aim is to provide AI driven support for learners in various portals such as discussion boards, WhatsApp, Email, Etc.	Click Here
25	Coordinated with external subject experts or agencies or organizations, the activities pertaining to validation and annual review of its in-house Processes	Annual CIQA meetings are reviewed with academic experts and industry professionals. All the suggestions are implemented for the upcoming sessions.	Click Here
26	Coordinated with third party auditing bodies for quality audit of programme(s)	As per provision given in Part III- Sec. 49q, 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. Every year at CIQA, academic audit are carried out and reported.	Click Here
27.	Overseen the preparation of Self- Appraisal Reports to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	AT HITS CODE, we aim to have on-time self-appraisal reports are submission for the assessment and accreditation. As per provision given in Part III-Sec. 49q, Every year academic audit are carried out and reports of out approved in CIQA.	Click Here
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein.	At HITS CODE, we are discussing with various global education leaders to partner and collaborate on improving online learning experience. To further focus on this CODE conducts various panel discussions, and research seminars for improving online learning outcomes.	Click Here
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	HITS has good history of industry-institution partnership. This is leveraged to provide learners with opportunity to enhance their employability. Connect with Campus is conducted to share the knowledge interaction between the campus activities exposed to the online learners.	Click Here

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 online programmes	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	a. HITS CODE will act is responsibly to fulfill all sanctioned/required jobs as stipulated by UGC and put in place a governance system. b. The HITS CODE leadership and mgmt. to analyse and review organizational culture in order to fulfil its vision, purpose, and goals. c. To improve overall quality at HITS CODE is undertaking strategic planning of its operations and implementing them to align with academic outcomes. d. The HITS CODE has well-defined goals that are SMART, has policies that align to strategic plan.	Click Here
2.	Articulation of Higher Educational Institution Objectives	The HITS CODE has a vision, mission, and general strategy that aims to offer consistent Open Learning programmes via. Objectives • To provide quality Online Learning. • Enhance adult learner placement opportunities. • Develop the HITS brand.	Click Here
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	a. At HITS CODE is to plan, design, and develop quality curriculum. Its methods, processes, and structures achieves it. b. HITS CODE implements curriculum to determine the effectiveness of the program foundation c. At HITS CODE, we follow OBE process, this helps us with academic flexibility and offers freedom in course Planning, vertical mobility, and inter- disciplinary access. d. As stipulated by UGC regulations, HITS CODE provides solid self- learning materials. This helps the learners get good course content.	Click Here
4.	Programme Monitoring and Review	HITS CODE has established a monitoring and review system in order to conduct periodic internal reviews and maintain academic program quality.	Click Here
5.	Infrastructure Resources	HITS CODE provides sufficient infrastructure as stipulated by UGC regulations. These include ICT Classrooms, Recording Studios, Audio Video Editing rooms, library, etc. Apart from this there is digital infrastructure in form of software's, cloud servers, digital libraries etc. The aim is to make	Click Here

		Online education that can be accessed anytime anywhere.	
6.	Learning Environment and Learner Support	HITS CODE creates a learning environment that is conducive for building knowledge. This include tagged information repositories, knowledge bank, HITS regular program support, and focus on research orientation. Further CODE support services aim to help Learner overcome their hurdles. Academic counselling and library services further enhances this approach.	Click Here
7.	Assessment and Evaluation	The outcome of the program is successful student, CODE assessments procedure is driven by Learning Outcomes and accommodate the different level of learner capabilities. HITS CODE carries out the evaluation through various assessment methods, including MCQs, LDQs, projects, reports, case studies, presentations, and term-end exams. HITS CODE moderation system helps learner come on same platform of academic performance.	Click Here
8.	Teaching Quality and Staff Development	Continuously improvement of teaching processes & tools helps HITS CODE Faculty to establish structured quality capacity building programs. Regular FDP and staff development activities energize CODE staff.	Click Here

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 online programmes	Upload relevant document
1.	Academic Planning	HITS CODE has in built academic planning mechanism over the years of institution building that guarantees programmes relevance to the individual development, national economy, and global sustainability. CODE planning provides a high-quality value-added learner experience, by addressing learner needs, industry relevance, faculty planning, infrastructure requirements and technology enablement.	Click Here
2.	Validation	HITS CODE programs are validated through industry recruitments, learner feedback, assessment qualification percentage and overall alumni growth. This ensure CODE offerings are academically feasible, and academic standards are maintained.	Click Here

3.	Monitoring Evaluation and Enhancement Plans a. Reports from Examination Centres b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational Institution e. Periodic Review	a. HITS CODE Examination Centres reports regularly on the administration of online exams to HITS COE & has dedicated Deputy COE to support its activities. It uses human observers/proctors for all exams. HITS ERP uses technology to put in place a strong reports generation system. b. As per provision given in UGC Part III-Sec. 49q, CIQA was conducted in April & August 2024. Every year academic audits are carried out and reports of out approved in CIQA. c. HITS ensures access to performance monitoring data, such as course pass rates, learner entry profiles, progress and achievement reports, for effective evaluation. d. HITS CODE uses online tools to provide the reports required for learners and academics e. For continuous improvement in programmes, HITS CODE gets regular stakeholder feedback and completes its own self-evaluations to ensure quality in delivery.	Click Here
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Part – III: Human Resources and Infrastructural Requirements**3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, atleast Associate Professor**

Or

Name and details of Head for each school (for Open University) - Full time dedicated, not below the rank of an Associate Professor

Professor Dr. M. Murali Krishna (Details attached)
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3.2 Name and details of Deputy Director of Centre for Distance and Online Education (Dual Mode University) - Full time or contractual basis, atleast Associate Professor

Or

Name and details of Deputy Director of Centre of Online Education - Full time or contractual basis, not below the rank of an Associate Professor

Professor, Dr. Radharam Mohan (Details attached)
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3.3 Name and details of Assistant Director of Centre for Distance and Online Education (Dual Mode University) - Full time or contractual basis, not below the rank of an Assistant Professor

Or

Name and details of Assistant Director of Centre of Online Education - Full time or contractual basis, not below the rank of an Assistant Professor

Professor, Dr. MuthuPandian K, (Details Attached) Click Here
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3.4 Compliance status in respect of Human Resource – 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, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

<i>The HEI shall compliance the Staffing norms, as mentioned in the Annexure-IV of the Regulations, UGC, DEB.</i>

i. Programme name:

a. Programme Coordinator

S. No.	Name	Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/mth	Date of joining programme
1	Dr. Radharam Mohan	Professor	Ph.D	23 yrs	Regular	25 th June 24
2	Dr. MuthuPandian T	Professor	Ph..D	26 Yrs	Regular	1 st June 24
3	Dr. S Raja	Professor	Ph. D	22 yrs	Regular	15 th April 24
4	Dr. Gokila	Associate Prof	Ph.D	19 Yrs	Regular	25 th May 23

b. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/ Month	Date of joining programme
1.	Dr. Joyce Kirubai	Professor	Ph,D MA	29 years	Regular	21 st Sep 21
2.	Dr. Ekta Rajput	Associate Prof	Ph.D, M.Phil, M.Sc	17 years	Regular	15 Mar 23
3.	Dr. Vidhya Lakshmi	Associate Prof	Ph.D, MA	16 years	Regular	1 st Sep 23
4.	Mr. Santhosh	Assistant Prof	MBA, BA	3 years	Regular	1 st May 24
5.	Dr. Akshya A	Assistant Prof	MBA, BAMS	2 year	Regular	1 st July 24

c. Course mentor

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/ mth	Date of Joining program
1	Dr. Akshya A, Assistant Prof	MBA, BAMS	2 year	Regular	1 st July 24

A total of 51 external experts are also contributing in the TLP process.

3.5 Details of Administrative staff

a. Number of Administrative staff available exclusively for Online programmes

Admin Staff	Required	Available
Deputy Registrar	1	2
Assistant Registrar	1	1
Section Officer	1	2
Assistants	3 (2 for DM Universities)	4
Computer Operator	2	2
Multi-Tasking Staff	2	2

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

b. Number and details of Technical Support for Online Programmes as per Annexure -IV:**i. Technical Team for Development of e-Content as Self-Learning e- Modules:**

Post	Required	Available
Technical Manager (Production)	1	1
Technical Associate (Audio-Video recording and editing)	1	1
Technical Assistant (Audio-Video recording)	1	1
Technical Assistant (Audio- Video editing)	1	1

ii. For Delivery of Online Programmes:

Post	Required	Available
Technical Manager (LMS and Data Management)	1 (per Centre)	1
Technical Assistant (LMS and Data Management)	2	2

iii. For Admission and Examination for Online mode:

Post	Required	Available
Technical Manager (Admission, Examination and Result)	1 (per Centre)	1
Technical Assistant (Admission, Examination and Result)	2	2

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

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	NA
2.	For ensuring transparency and credibility, the full-time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognized Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	NA
3.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	Yes	NA
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	NA
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	Yes	NA
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes	NA
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	NA

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	NA
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	NA
10.	Safety and security of the examination centre must be ensured	Yes	NA
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	NA
12.	Provision of drinking water must be made for Learners	Yes	NA
13.	Adequate parking must be available near the examination centre	Yes	NA
14.	Facilities for Persons with Disabilities should be Available	Yes	NA

4.2 Compliance of facilities required for the conduct of Online examination for online programmes

S. No.	Provisions in Regulations	Whether being complied Yes/No (If yes, please provide details and upload relevant documents)	If No, Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	Yes	NA
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Yes	NA
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes	NA

4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes	NA
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4.3 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	NA
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of learners enrolled through Online mode and their certification	Yes	NA
S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof

3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: 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; ii) For Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.	Yes	NA
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same. standards as being followed in conventional mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes	NA

5.	The weightage for different components of assessments for Online mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes	NA
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	NA
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	NA
8.	A Higher Educational Institution offering a Programme in Online 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	NA
9.	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Yes	NA

10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes	NA
	(b) Availability of biometric system	Yes	NA
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International Learners	Yes	NA
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular in-charge of examination centre to the Higher Educational Institution.	Yes	NA
S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Yes	NA
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes	NA
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes	NA

13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	Yes	NA
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored examinations for such learners	Yes	NA

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
15.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	Yes	NA
	(b) Each award shall also be uploaded on the National Academic Depository	Yes	No

16.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination Centres	Yes	No
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4.4 Result and Student Progression For UG, PG and PGD programmes

Semester Beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
Jul 24	BCA	24	21	21	100%	87.50%
	BBA	7	2	1	50%	28.50%
	MA	3	3	3	100%	66.00%
	MCA	21	20	19	98%	78.40%
	MBA	80	78	78	100%	96.00%
Feb-25	BCA	772	269	267	99%	87.50%
	BBA	145	46	42	91%	31.7
	MA	26	12	12	100%	66.00%
	MCA	113	111	50	68%	58.40%
	MBA	380	262	256	98%	96.00%

Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM)

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.

UGC guidelines has driven the PPR preparation at HITS CODE.

- In the PPR, the program introduction, program mission, program educational objectives, the Program relevance with HEI’S mission and Goals, Nature of the prospective target group of learners, appropriateness of the program to be conducted in Online learning mode to acquire specific skills, and competencies, instructional design, student support service, program structure with electives if any for functional electives, the procedure for admission, curriculum, transaction and evaluation, evaluation process, question paper pattern for end semester examination and flexible entry-exit, the requirement of the virtual lab support and library resources, the cost estimate of the program and the provision, and quality assurance mechanism. All aforesaid are prepared for the individual program and in pace.

Upload samples and 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

HITS CODE Online education is governed by the quality standards for audio-video materials, as per the UGC regulations.

The online learning material are available in the LMS and its digital contents are in accessible format. The quality of courseware is matching quality requirements and is available in anywhere, anytime across multiple devices.

The structure of the curriculum is clearly defined. The instructional methods and the media portfolio are comprehensive for learning and assessment. Courseware is designed to bring out the intended learning outcomes.

benchmarked to identifiable stages of learning. The manuals are prepared on learning content designing manual for Subject Matter Experts and AV learning content editing manual. The practices of HITS (CODE) abide by both AV guidelines and Content Designing guidelines.

Upload samples and authority approval

(i) Online Learning Material is supplemented and complemented by audio-video material which is based on the curriculum plan.

(ii) It is clear and unambiguous, that aims to drive self-learning.

(iii) The multi-media channels are support the faculty pedagogy and offers flexibility for them to customize their delivery methods.

(iv) HITS CODE audio-visual content conforms to the learning outcomes

ODL programmes.

5.3 Compliance status in respect of e-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.

HITS (CODE) Online education has the Learning materials (Four Quadrant Approach, UGC online Regulation 2020) delivered through Learning Management System (LMS), called as Blackboard online learning platform. The weekly continuous assessments (designed using Bloom's taxonomy) are conducted online in the LMS on an adaptive basis as per the requirement of the course.

i) Quadrant-I i.e. e-Tutorial that shall contain - Video and Audio Contents, animation, simulations, and virtual labs.

ii) Quadrant-II i.e. e-Content that shall contain - Portable Document Format or e-Books or Illustration, video demonstrations, documents and interactive simulations, Web Resources, that shall contain - Related Links, Open Content on Internet, Case Studies, Historical development of the subject, Articles, wherever required.

iii) Quadrant-III is the Discussion Forum for raising doubts and clarifying the same on a real-time basis by the course coordinator or team.

iv) Quadrant-IV i.e. Self-Assessment, that shall contain – MCQ, Problems, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQ, Clarifications on general misconceptions.

Upload samples and authority approval

Part – VI: Programme Delivery through Learning Platform

6.1 Details of Learning Platform

Please provide link and details of Learning Platform opted by HEI.

- In case of SWAYAM Learning Platform, In case of SWAYAM Learning Platform, details of HEI having access to SWAYAM for the proposed programmes of study (with respective link), duly approved by the statutory bodies of the Higher Educational Institution empowered to decide on academic matters, for - Learner Authentication, Learner Registration, Payment Gateway and Learning Management System*

The HEI is opting SWAYAM Learning Platform for their credit earning system. The more details are [Click Here](#)

- In case of Non-SWAYAM Learning Platform, evidence to ensure that it is not used in any franchise arrangement with a private service provider and HEI has the ownership of offering Online programmes including all the required components of Online education and compliance to all the provisions of the regulations*

The HEI is not used in any franchise arrangement with a private service provider and HEI has the ownership of offering Online programmes including all the required components of Online education and compliance to all the provisions of the regulations

6.2 Compliance status in respect of the Programme delivery

HEI shall mention mechanism followed to ensure the learner's participation at least for two hours every fortnight as per provision 13 (C) (5) of the Regulations, 2020. Further, details of the norms followed by HEI for delivery of courses in Online mode in Teaching-Learning scheme (as per table 3, Annexure – VII)

HEI is following the learner's participation at least for two hours every fortnight as per provision 13 (C) (5) of the Regulations, 2020. Further, details of the norms followed by HEI for delivery of courses in Online mode in Teaching-Learning scheme (as per table 3, Annexure – VII). The details are [Click Here](#)

6.3 Whether e-learning material of any course in a particular programme was sourced through OER/ Massive Open Online Courses: Y/N

a. Provide details as under: Nil

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the course	Percentage of total courses in a particular programme in A semester (Semester wise programmes wise)
Nil – Not Applicable							

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

Upload [Click Here](#)

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

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes	NA
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 Online mode	Yes	NA
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes	NA
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	Yes	NA
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling /mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule	Yes	NA
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes	NA
7.	Detailed strategy plan related to Online programme	Yes	NA

	delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes		
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes	NA
9.	Information regarding all the programmes recognised by the Commission	Yes	NA
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes	NA
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	Yes	NA
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	Yes	NA
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	Yes	NA
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	Yes	NA
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes	NA
16.	Reports of the third-party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Yes	NA

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.	Provisione	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in online 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
3.	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

4.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	Yes
5.	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners	Yes
6.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the	Yes

	Government under any law for the time being in force.	
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online 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 online 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 online mode, which shall be in consonance with the resources	Yes

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

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

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

8.2 Whether Higher Educational Institution provided the details of all International

learners enrolled immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry of Education and University Grants Commission: Yes/No :

Yes

If No, reason thereof:

NA

Part – IX: Grievance Redressal Mechanism

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

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

The Grievance Redressal Mechanism’ – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020 has been established. Every grievance as received is reviewed and respective officers have been asked to resolve it within 15 Days. The applicant is also advised the appealing officer for the same, If he is not satisfied with the solution.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
30	30

9.3 Complaint Handling Mechanism

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

The UGC DEB Regulation has been adopted for Complaint Handling Mechanism.

Nodal Officer :

Dr. K.S. Shaji, Nodal Officer (Complaint handling Mechanism)

deanstudents@hindustanuniv.ac.in

9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
52	52	Yes

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

Technology Integrated Teaching Learning Practice
Industry Integrated Curriculum and Pedagogy
Online Student Support Services
Innovative Assessment Methods
Community and Industry Partnerships

10.2 Best Practices of the HEI

Outcome Based Education
Industry Integrated Education
Case Study Based Teaching Learning Practice

10.3 Details of Job Fairs conducted by the HEI

Two Job Fairs have been conducted in July 2025 to the DDE Students. A total of 36 Students have been participated.

10.4 Success Stories of students of Online mode of the HEI

The success story of the students are shared [Click Here](#)

10.5 Initiatives taken towards conversion of e-LM into Regional Languages

Two courses of the e-LM is in the process of conversion in the Tamil Languages.
1. Principles of Management
2. Business Mathematics

10.6 Number of students placed through Campus Placements

12 Students Placed out of 16 Passed out Graduated students

10.7 Details of Alumni Cell and its activity

The Alumni Cell is established in Apr 2024 by the 2024 batch passed out students as a first batch.

10.8 Any other Information

The Other Significant Information is provided [Click Here](#)



HINDUSTAN

INSTITUTE OF TECHNOLOGY & SCIENCE
(DEEMED TO BE UNIVERSITY)

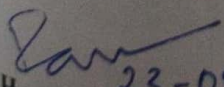
7th Meeting of the Centre for Internal Quality Assurance (CIQA)

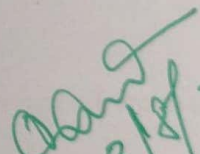
Date and Time: 29-08-2024 (Wednesday), 11.00 am

Venue: VC Office Conference Hall, Admin Block, HITS.

A G E N D A

1. Welcome Address by the Head - CODE
2. Address by the Vice Chancellor, Chairman - CIQA
3. Confirmation of the minutes of the 6th Meeting of CIQA
4. Action taken report on the minutes of the 6th CIQA Meeting
5. The following items will be presented
 - a. Admission Process, Pre-admission Counseling, Academic Counselling support at CODE
 - b. Learners Enrollment programmewise with Diversity details for last three years
 - c. Curriculum Development - Syllabus and Regulations, Feedback and ATR
 - d. Development of Self-Learning Material and its Availability to learners
 - e. Usage of LMS and ERP, Innovative content developed
 - f. Teaching Quality and Staff Development
 - g. Faculty Details and Requirements as per UGC
 - h. Infrastructure, ICT, Resources available and Requirements
 - i. Assessment and Evaluation (Formative and Summative), Result Analysis
 - j. Events Conducted - 2023-2024
 - k. MoUS and Other Collaboration
 - l. Addressing Learners' grievances
 - m. Students Fee Payment Process
 - n. Way forward / Strategic Plan
6. Any other item with the permission of the Chair.
7. Vote of thanks by the Registrar.


23-08-24
Head - CODE


23/8/24



Minutes of Meeting of 7th Centre for Internal Quality Assurance (CIQA)

Department of CODE office

Date 29th August 2024 (Thursday)

Time 11:00 am

Venue Conference Hall, Main Building

The following members were present:

- 1 Dr. S N Sridhara, Vice Chancellor ✓
- 2 Dr. Palanichamy M S, Former, Vice Chancellor, TNOU (Online) ✓
- 3 Dr. Manimekalai K, Former Director of DDE, Alagappa University, Karaikudi (Online) ✓
- 4 Dr. Muthukumar, VP, HTC Global Services, Chennai ✓
- 5 Dr. T. Sudalai Muthu, Co-ordinator, IQAC ✓
- 6 Dr. Badri Narayanan M K, Head, MBA
- 7 Dr. Dennis Amirtharaj S. M., Head BBA
- 8 Dr. Sudha, Head, MCA ✓
- 9 Dr. HariharaSudhan, Head, SLAAS
- 10 Dr. Ayanathan, Professor, MCA ✓
- 11 Dr. Muthupandian T, Professor MBA
- 12 Dr. Ekta Rajput, Professor BBA
- 13 Mr. R. Ravishankar, Head CODE
- 14 Dr. Radharam Mohan, Program Head, CODE

The following faculty were absent due to various professional engagements

1. Mr. Enid Anand Verghese, Deputy Director, HITS
2. Dr. Selvi Rajendran, Prof & Dean Research, HITS ✓
3. Dr. Anitha S Pillai, Prof MCA ✓
4. Mr. Y Selvarajan, Finance Officer, Hindustan Group of Institutions ✓

The following matters were discussed in the meeting:

1. **Welcome Address:** Dr. Sudalai Muthu T, IQAC Coordinator welcomed all the members.
2. **CIQA Address & Context Setting:** Dr. S N Sridhara, VC, HITS
3. **Students admission process & plans to grow student strength in CODE:** Mr. R Ravishankar shared the current admission process and discussed various online and offline promotions to grow the admissions for CODE. He shared the volume in PG programs due to working professional's enrolment. With right understanding of UG equivalence by UGC, the probability of UG admissions will also go up soon. Aim is to achieve the sanctioned capacity of 10000 students from the current 1900 strength.



4. **Framing curriculum:** Mr. R Ravishankar described the CODE SOP for curriculum planning, its compliance to UGC Norms, University ACM requirements & adherence to OBE guidelines. Curriculum sourcing was done from various industry experts and working professionals some of whom are HITS Alumni. HITS CODE is exploring Industry integrated programme that helps working professionals to upskill or re-skill themselves.
5. **Continuous courseware development:** Mr. R Ravishankar shared and demonstrated various courseware available from presentations, faculty notes, participant handouts, e-Books, assignment sheets, question banks, etc to help CIQA members to understand the CODE pedagogy and course delivery methods.
6. **Importance of SLM:** Mr. Ravishankar shared the sample SLM study materials and expert feedback on the quality and learner alignment was discussed. The process of SLM creation and various audits on language, plagiarism, internal SME & industry expert reviews was discussed. The current process of content aggregation leading to development of various version of content was discussed.
7. **Conduct of Online Meeting:** Regular video conferencing meeting of all the sessions was shared with experts. As per advice, counselling sessions planned prior to ESE, Issue with online attendance addressed and methods to incorporate this for qualification discussed.
8. **Project Details of MCA and MBA:** MCA programme coordinator and MBA programme coordinator submitted a report of project details to Dr. Sudha and Dr. Badri Narayanan.
9. **Conduct of Workshops:** Program head Dr. Radha Mohan shared the plans for workshops and conference in the upcoming academic year. He also highlighted Educator's day and Faculty OBE training program conducted last month.
10. **Future plans for CODE:** Mr. Ravishankar discussed the aim for achieving good student enrolments (Target 10000) and increasing the current offering beyond 6 courses. Especially focusing on industry tie ups and working professional integrated programs.
11. **Suggestions by External & Internal Experts:**
 - ❖ Dr. Palanichamy reviewed the SLM and development from internal or external sources. Mr. Ravishankar clarified that it is mostly internal staff created. As a process the course faculty develops this courseware which are review through program coordinator.
 - ❖ Dr. Palanichamy laid emphasis on creating quality SLM and need for this to be diverse to address various student needs.
 - ❖ Dr. Palanichamy enquired about internship and placement opportunities offered by CODE for their students. Mr. Ravishankar acknowledged this requirement and detailed the steps taken to address the student need for career development.

- ❖ The need for practice in computer coding and programming was emphasised as a need for BCA & MCA students. Mr. Ravishankar mentioned the use of online virtual coding labs and hacker ranking tools that faculty used to encourage coding practice amongst students.
- ❖ Mr. Muthukumar focused on industry relevant, Indian context case studies in learning experience. He detailed need for case study based teaching and industry best practices using case studies. Mr. Ravishankar shared few case studies in Retail mgmt., aviation industry and logistics management as a compliance to this request. Dr. Muthupadian shared few more such case studies currently in use in MBA program.

Vote of Thanks

The meeting ended with Vote of Thanks by Dr. Radharam Mohan, Program head, CODE

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Vice Chancellor / Pro Vice Chancellor / Registrar / Deputy Director / All members / File.

8th Meeting of the Centre for Internal Quality Assurance (CIQA)

Date and Time: 11/06/2025 : 11.00 AM to 12.00 PM

Venue: VC Office Conference Hall, Admin Block, HITS.

A G E N D A

TIME	DESCRIPTION
11:00 AM	Welcome Address by the Director CIQA
11:05 AM	Address by the Vice Chancellor, Chairman – CIQA
11:10 AM	Confirmation of the minutes of the 7th Meeting of CIQA
11:15 AM	Action taken report on the minutes of the 7th CIQA Meeting
11:20 AM to 11:50 AM	The following items will be presented a. Regulatory bodies – Submission and Follow up. b. Academic Procedures and good Practices. c. Semester Result Analysis – February 2025
11:50 AM	Any other points with the permission of the Chair.
12:00 PM	Vote of thanks by Registrar.


Director – (IQAC) & CIQA


Vice Chancellor
6/6/25

CENTRE FOR OPEN AND DIGITAL EDUCATION (CODE)

Date: 16/06/2025

Minutes of Meeting of 8th Centre for Internal Quality Assurance (CIQA):

Date: 11- 06 - 2025

Time: 11:00 AM

Venue: VC Conference Hall, Main Building.

Expert Panel:

1. Dr. K. Pannerselvam, Senior Regional Director, IGNOU, Chennai.
2. Dr. S. Subramanian, Director, Tamil Nadu Open University, Chennai.
3. Dr. A.M. Narendra Kumar, General Manager, HCL EdTech, Chennai.

The following members were present:

1. Dr. S.N. Sridhara, Vice Chancellor.
2. Dr. Muthukumar Subramanian, Registrar.
3. Mr. Enid Verghese Jacob, Deputy Director – HGI
4. Dr. M. Murali Krishna, Director - IQAC and Director - CIQA.
5. Dr. Angelina Geetha, Dean – CODE.
6. Dr. John Aravindar, Dean – Admissions.
7. Dr. S. Radha Rammohan, Program Head - CODE.
8. Dr. Badri Narayanan, Head – MBA
9. Dr. T. SudalaiMuthu, IQAC Coordinator.
10. Dr. Dennis Amirtharaj, Head - BBA
11. Dr. Gokila, Head - BCA & MCA.
12. Mr. K. Santhosh Kumar- BBA Program Coordinator – CODE.
13. Dr. A. T. Akshaya Lakshmi – B.Com Program Coordinator – CODE.
14. Mr. G.V. Rajan – Technical Manager – CODE.
15. Mr. K. Manikandan - LMS Associate – CODE.

Dr. M. Murali Krishna, Director IQAC and Director CIQA welcomed the member for the 8th CIQA meeting.

The presidential address was delivered by Dr. S.N. Sridhara, Vice Chancellor. He insisted that the norms and procedures of UGC to be followed meticulously. Since the students are connected through virtual media, a strong student connectivity support to be there to cater to the needs of the students.

Dr. S. Radha Rammohan, Program Head - CODE has presented the following

- (i) Regulatory bodies – Submission and Follow up.
 - Presented about successful commencement of odd semester with faculty and student orientation programs from 1st of March 2025.
 - Presented about curriculum and syllabus for all the OL programs offered.
 - Presented about content development and quality audits.
- (ii) Academic procedures and good practices.
 - Presented about Learning Management System, explained in detail about how Blackboard LMS is integrated with Microsoft teams to conduct Synchronous classes on weekends.
 - Spoke on list of guest lectures conducted during the time period on below titles.

S. No	Date	Topic	Name of the Resource person
1	19-04-2025	Enabling Technologies for future vision.	Dr. S. Arumuga Perumal. - (Director – Riyasaa Labs)
2	27-04-2025	Beyond the Selfie: Gen Z's Role in the New Age of Storytelling	Dr. R. Ravikumar- (Assistant General Manager – Head of Corporate Communication Sai Wardha Power Generation Company Limited)
3	03-05-2025	Adapting traditional databases for the demand of tomorrow's tech landscape	Dr.K. Ram Kumar. - (HOD- Department of CSE – Rajalakshmi Institute of Technology)

- Presented the SOPs that have been prepared for key activities including course registration, exam registration, faculty onboarding, guest lectures, asynchronous video shoots, faculty orientation, student orientation, and question paper audits.

M. M. S.

(iii) Semester result analysis Feb- 2025.

- Explained on results of various programs and courses with pass percentage in each course under all the programs.
 1. The MA (2022 Batch, Sem IV) recorded the highest pass percentage (100%), indicating outstanding academic performance.
 2. In contrast, the B. Com (2023 Batch, Sem II) had the lowest pass percentage (50%), suggesting a need for immediate academic support or intervention for those students.

Key points by **Dr. K. Pannerselvam** (Senior Regional Director, IGNOU, Chennai.)

1. Attendance Requirement: Recommended to follow the guidelines of UGC regulations and encourage students to be regular to their online classes.
2. Internal Assessments: Emphasized the importance of mandating participation in internal assessments. Appreciated the different assessment schemes provided for students and advised to encourage students to participate in all assessment components.
3. Arrear Examinations: At present arrear examinations are conducted soon after the regular semester examinations. It was suggested to have an additional arrear exam slot if required after getting proper approvals from the authorities of the institution.
4. Instructed to explore the opportunities to offer short term specialized certificate programs for students and other working professionals.
5. Attendance Requirement: Recommended to follow the guidelines of UGC regulations and encourage students to be regular to their online classes.
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7. Arrear Examinations: At present arrear examinations are conducted soon after the regular semester examinations. It was suggested to have an additional arrear exam slot if required after getting proper approvals from the authorities of the institution.
8. Instructed to explore the opportunities to offer short term specialized certificate programs for students and other working professionals.

Key points by **Dr. S. Subramanian** (Director, Tamil Nadu Open University, Chennai.)

1. DEB ID Upload to UGC Portal: To address the ongoing issue of DEB ID uploads, it was recommended to upload the details of the students in the UGC as and when students get admitted, without any further delays. To strictly follow the guidelines and schedules given by DEB.



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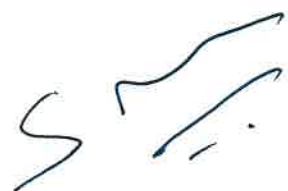
2. Faculty Fulfillment: Suggested leveraging faculty members from other departments to support key academic responsibilities such as course delivery, Conduct of examination and evaluation processes.
3. To increase the involvement of students: Proposed incorporating engaging assignments, interactive activities, and module-wise recorded video content with embedded quizzes to enhance student participation, particularly for those unable to attend live sessions.

Key points by **Dr. A.M. Narendra Kumar** (General Manager, HCL EdTech, Chennai.)

1. Use of AI Tools: Encouraged the use of suitable AI tools to create more engaging content, thereby enhancing student participation and improving the overall learning experience.
2. Content Creation Support: Highlighted that AI integration can reduce faculty workload in content development, allowing more time for other academic responsibilities while maintaining content quality.

Discussions on way forward:

1. ODL Learning Centers: Proposed launching ODL (Open and Distance Learning) batches and establishing regional learning centers to minimize recurring operational costs.
2. Standardized Credit System: Recommended a review and simplification of the existing credit system to align with models adopted by other universities.
3. CIQA meetings should be held every six months, with the corresponding reports uploaded to the UGC portal as part of compliance requirements.
4. The Vice Chancellor briefed on the importance of AI in handling online sessions. He explained the latest technology of video creation with the help of AI tools. Encouraged all faculty to adopt and make best use of all AI tools.



Vote of Thanks:

The meeting ended with Vote of Thanks by Dr. Angelina Geetha, Dean- CODE. We profusely thank our previous CIQA members for their constant support, guidance and encouragement.

Our previous CIQA external members were:

1. Dr. Palanichamy M S, Former, Vice Chancellor, TNOU (Online)
2. Dr. Manimekalai K, Former Director of DDE, Alagappa University, Karaikudi (Online).

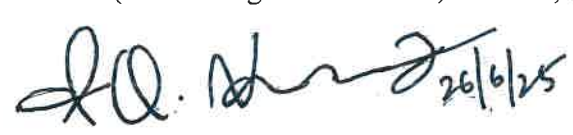
We thank the management and the higher officials for their constant support and guidance.


Program Head – CODE


Dean – CODE


Dr. K. Pannerselvam,
(Senior Regional Director, IGNOU, Chennai.)


Dr. S. Subramanian,
(Director, TNOU, Chennai.)


Dr. A.M. Narendra Kumar,
General Manager, HCL EdTech, Chennai.

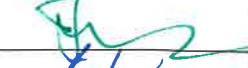
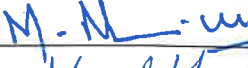
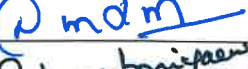
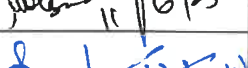
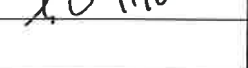
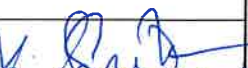

Director IQAC
Director CIQA


Vice Chancellor

Copy to:

Chancellor / Pro Chancellor / Executive Director/ Vice Chancellor / Registrar / All members concerned.

ATTENDANCE SHEET
Name of the Meeting: 8th Meeting of the Centre for Internal Quality Assurance (CIQA)
Date and Time: 11th June, 2025 11.00 am, Venue: VC Office Conference Hall, Admin Block, HITS

S.NO	Name and Designation	CIQA Composition	Signature
1	Dr.S.N. SRIDHARA , VICE CHANCELLOR , HITS	Chairman- CIQA	
2	Dr. MUTHUKUMAR S, REGISTRAR	Co-Chairman - CIQA	
3	Mr. ENID VERGHESE	Deputy Director - HGI	
4	Dr. M. MURALI KRISHNA	Director - IQAC/CIQA	
5	Dr.ANGELINA GEETHA	Dean - CODE	
6	Dr.JOHN ARAVINDHAR, DEAN - ADMISSIONS	Member	
7	MS. PADMA PRIYA, Finance Controller	Member	
8	Dr.S. RADHA RAMMOHAN	Program Head-CODE	
9	Dr. BADRI NARAYANAN, HEAD – MBA	Member	
10	Dr.T. SUDALAI MUTHU, IQAC COORDINATOR	Member	
11	Dr. DENNIS AMIRTHARAJ, HEAD – BBA	Member	
12	Dr. HARIHARA SUDHAN, HEAD – COMMERCE	Member	
13	Dr. GOKILA , HEAD – BCA , MCA	Member	
EXPERT PANEL :			
1	Dr. K. PANNERSELVAM, SENIOR REGIONAL DIRECTOR, IGNOU, CHENNAI	Expert Member	
2	Dr.S. SUBRAMANIAN, DIRECTOR, TAMIL NADU OPEN UNIVERSITY, CHENNAI	Expert Member	
3	Dr.A.M. NARENDRA KUMAR, GENERAL MANAGER, HCL EdTech, CHENNAI	Expert Member	
MINUTES OF MEETING :			
1	Mr.K. SANTHOSH KUMAR	Member	

27.05.2025

Note: Submitted to Vice Chancellor for approval:

The 8th CIQA (Centre for Internal Quality Assurance Committee) for 2024-25 online programmes is reconstituted as per the UGC DEB guidelines. The minutes of the meeting are to be uploaded in the UGC DEB portal for compliance and confirmation.

The proposed members are tabulated for your kind perusal and approval.

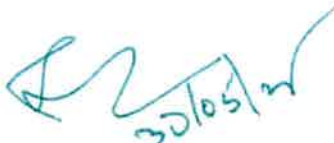
S.No	CIQA Committee Compositions as per UGC	Proposed Faculty Members
1	Vice-Chancellor of the university - Chairperson	1. Dr. S. N. Sridhara, Vice Chancellor, HITS
2	Three Senior Teachers of HEI- Members	1. Dr. Angelina Geetha, Dean- CODE 2. Dr. S. Radha Rammohan, Prof. & Program Head, CODE 3. Dr. Badri Narayanan, Head - MBA 4. Dr. T. Sudalai Muthu, IQAC Coordinator.
3	Head of three departments or schools of studies offering recognized programmes in online mode- Members	1. Dr. Denis Amirtharaj S. Head – BBA 2. Dr. Harihara Sudhan, Head- (Commerce) 3. Dr. Gokila, HoD (BCA & MCA)
4	Minimum two external experts of online education - Members	1. Dr. K. Pannerselvam – Senior Regional Director, IGNOU Regional centre, Chennai.

[Signature]
29/5/25

		2. Dr. S. Subramanian, Professor and Director, School of Management Studies, Tamil Nadu Open University, Chennai. 3. Dr. A.M. Narendra Kumar, General Manager, HCL EdTech, Chennai.
5	Officials from the Administration and Finance department of the HEI - Members	1. Mr. Enid Verghese Jacob, Deputy Director – HGI 2. Mr. Y. Selvarajan, Finance officer
6	Director- CIQA	1. Dr. M. Murali Krishna, Director- IQAC.


 Dr. Angelina Geetha
 Dean - CODE


 Dr. M. Murali Krishna
 Director- IQAC


 Dr. Muthukumar Subramanian
 Registrar


 Dr. S. N. Sridhara
 Vice Chancellor.