Centre for Internal Quality Assurance (2019-20)

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 27-06-2018	**Copy of the notification: View**

1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Member	Dr. Asha V	Professor	Sociology	15-06-2020	15-07-2021
2	Member	Dr. A.M Unnikrishnan	Professor	Malayalam	15-06-2020	15-07-2021
3	Member	Dr.S.Nazeeb	Assistant Professor	Malayalam	15-06-2020	15-07-2021
4	Member	Dr.Indu K.V	Assistant Professor	Hindi	15-06-2020	15-07-2021
5	Member	Dr.Rose Mary George	Assistant Professor	Political Science	15-06-2020	15-07-2021
6	Member	Assistant Registrar	Assistant Registrar	SDE	15-06-2020	15-07-2021
7	Head	Dr.Lal C A	Professor	English	15-06-2020	15-07-2021
8	Member	Dr.R Vasanthagopal	Professor	Commerce	15-06-2020	15-07-2021
9	Member	Dr.K.S Suresh Kumar	Professor	Commerce	15-06-2020	15-07-2021
10	Member	Dr.S.R Sheeja	Professor	Economics	15-06-2020	15-07-2021
11	Member	Dr. S Venu Mohan	Assistant Professor	History	15-06-2020	15-07-2021
12	Member	Deputy Registrar	Deputy Registrar	SDE	15-06-2020	15-07-2021

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	An LMS for SDE,Publishing the proceedings of the National Seminar on Quality Models ODL	CIQA Director	23-07-2019	23-07-2019	View
2	Assuring quality of online classes,Online student feedback	CIQA Director	17-02-2021	17-02-2021	View
3	Annual plans for quality enhancement,Upgrading facilities for SDE in	CIQA Director	15-01-2020	15-01-2020	View

4	Conducting online classes due to Covid 19 outbreak	CIQA Director	16-06-2020	16-06-2020	View

| | the new premises | | | | |

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

Sr No	Function	Action taken by HEI
1	Maintenance of Quality in the services provided to the learners	CIQA monitors the same
2	Continuous improvement	Continuous improvement on the basis of student's feedback and opinion of experts
3	Identification of the key areas in which the HEI should maintain quality	SLM, PCP
4	Dissemination of information on quality assurance	Through website and prospectus
5	Mechanisms for interaction and obtaining feedback	Feedback forms are collecting regularly
6	Measures for qualitative improvement	CIQA monitoring of SLM and PCP
7	Ensuring Implementation of its recommendations through regular monitoring	CIQA members implement it with the help of experts panel
8	Ensuring Participation of stakeholders	Students feed backs are collected
9	Preparation of Programme Project Report and Information regarding any new programmes launched	Nil
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	CIQA collects and analyses data

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	View
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	Yes	View
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	View
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	View
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	Yes	View
7	Whether all the learning centres were operationalized with prior approval of CIQA?	No	-
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	View
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the	Yes	View

	UGC(ODL) Regulations, 2017		
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	**View**

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

SDE follows the same Scheme and Syllabus offered through the regular mode. Pattern of examinations are same for SDE students. Controller of Examinations, University of Kerala conducts examinations of SDE

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	Kerala University Institute of Technology, Kollam	01-09-2018	1000
2	Kerala University B.Ed Centre Kollam	01-09-2018	2200

1.8 Mention the duration, credits and eligibility of programmes offered:

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	July	UG	BACHELOR OF ARTS (SOCIOLOGY)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto
2	July	PG	MASTER OF ARTS (POLITICAL SCIENCE)	2 Years	180	Graduates in Political Science, Economics, History,Philosophy, Psychology, B.A English and Communicative English/ BA Communicative English with Public Administration, English Language and Literature, Sociology, Anthropology, Law,Journalism, Commerce, Business Administration, Public Administration, Geography or other Social Science subjects/ BSc Psychology with not less than 4.5 CCPA(S)* out of 10. Graduates in Science with 6 CCPA(S) out of 10

						and Graduates in Engineering with 60% marks/ B.AJournalism and Mass Communication and VideoProduction (Career related / Restructured) / B.A Communicative English (Vocational) with Public Administration as one of the Core Subjects are also eligible. But the proportion of Engineering and Science graduates admitted should not exceed 10% of the total seats. A weightage of 100 marks be given to the candidates who have studied Political Science as Core Course
3	July	PG	MASTER OF ARTS (ENGLISH)	2 Years	180	B. A. English as Core Course securing not less than 4.5CCPA(S) * out of 10 or Graduation in any programme in the Faculties of Arts, Social Sciences,Science, Oriental Studies and Fine Arts securing not less than 5 CCPA out of 10 for English Language Courses (common courses)/B.A English and Communicative English/B.A English Language and Literature under CBCS System. For Non-English degree holders, the maximum credits that can be earned in English Language Course should be at least of 19 Credits to acquire eligibility for admission. A weightage of 5% which would translate to a maximum of 40 marks will be given to the students of BA English (Honours) Programme of Govt. College for women, Tvpm.

4	July	PG	MASTER OF COMMERCE (FINANCE)	2 Years	180	Commerce as Core Course with not less than 4.5 CCPA(S) * out of 10 /BCom Computer Application/ B.Com. Tourism and Travel Management (Career Related/Vocational / Restructured)/B.Com. Tax Procedure and Practices (Career Related/ Vocational/ Restructured)/ B.Com Actuarial Science (Vocational)/ B.Com Office Management and Secretarial Practice/B.Com Hotel Management and Catering (Career Related/ Restructured). BBA/BBS/BBM graduates are also eligible.
5	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	1 Year	112	Bachelors degree in Library and Information Science of the University of Kerala, or BLISc degree of any other University recognised as equivalent thereto.
6	July	PG	MASTER OF BUSINESS ADMINISTRATION	2 Years	83	Candidates seeking admission to the MBA programme must have passed the BA/BSc/BCom degree examination of the University of Kerala or one recognized by the University as being equivalent thereto, with not less than 50% marks in the aggregate in part III, and for all other degrees of the University of Kerala, or one recognized by the University as being equivalent thereto, 50% marks in aggregate. For SC/ ST/OBC students shall be given relaxation as per University rules, However, those candidates having more than 5 years supervisory

						experience will be given concession of 3% in their qualifying marks
7	July	UG		BACHELOR OF ARTS (HINDI)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.
8	July	UG		BACHELOR OF BUSINESS ADMINISTRATION	3 Years	120	A Pass in Higher Secondary Examination or equivalent there to with not less than 45% marks in aggregate. SC/ST/OBC and other eligible communities shall be given relaxation as per theUniversity rules.
9	July	UG		BACHELOR OF COMMERCE	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto provided candidates coming from Non-Commerce group should have atleast 45% of the aggregate marks.
10	July	PG		MASTER OF ARTS (ECONOMICS)	2 Years	180	Graduation in Economics, Mathematics or Statistics with not less than 4.5 CCPA(S) *
11	July	PG		MASTER OF ARTS (HINDI)	2 Years	180	B.A. with Hindi as Core Course securing not less than 4.5 CCPA(S) / *out of 10 or B.A./B.Sc. with Hindi as additional language course securing not less than 5 CCPA* out of 10 for additional language course/B.A Functional Hindi (Vocational)
12	July	UG		BACHELOR OF ARTS (ECONOMICS)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto

13	July	UG	BACHELOR OF ARTS (ENGLISH)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto
14	July	UG	BACHELOR OF ARTS (HISTORY)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto
15	July	UG	BACHELOR OF ARTS (POLITICAL SCIENCE)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto
16	July	UG	BACHELOR OF ARTS (MALAYALAM)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto
17	July	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto with Mathematics as one of the optional subject.
18	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	1 Year	32	A pass in Bachelor's degree of the University of Kerala with not less than 40% Marks, or a degree of any other university recognized as equivalent thereto with not less than 40% marks. Candidates belonging to scheduled caste scheduled tribes and other backward communities will be eligible for concession of 5% and 3% respectively.
19	July	UG	BACHELOR OF SCIENCE (COMPUTER SCIENCE)	3 Years	120	A pass in Higher Secondary or any other examination recognized as equivalent thereto

						by the University of Kerala with Mathematics as one of the optional subjects.
20	July	UG	BACHELOR OF SCIENCE (MATHEMATICS)	3 Years	120	A Pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Mathematics as one of the subjects under science group.
21	July	PG	MASTER OF ARTS (PUBLIC ADMINISTRATION)	2 Years	180	Bachelor's Degree in any branch of Science, Social Science or Bachelors Degree (irrespective of Faculty) recognized by the University of Kerala/ B.A Communicative English (Vocational). The minimum grade point for admission to M.A. Degree Course in Public Administration is 4.5 CCPA(S) * out of 10 as that of all other subjects under the Faculty of Social Sciences.
22	July	PG	MASTER OF ARTS (HISTORY)	2 Years	180	Graduation in any subject in the Faculty of Social Sciences or Graduation in the Faculty of Arts with English language and Literature as the Core Course securing not less than 4.5 CCPA(S) * out of 10.
23	July	PG	MASTER OF ARTS (MALAYALAM)	2 Years	180	B.A. with Malayalam as Core Course securing not less than 4.5 CCPA(S) * out of 10 or B.A./B.Sc. with Malayalam as additional language Course securing not less than 5 CCPA out of 10 for additional language course/ B.A Malayalam and Mass Communication (Career related/Restructured)

24	July	PG	MASTER OF ARTS (SOCIOLOGY)	2 Years	180	Graduates in any subject irrespective of the faculty with not less than 4.5 CCPA(S)* out of 10 in Part III optional Main subject concerned and 5 CCPA(S)* out of 10 for students of Natural Science and Professional Courses.(U.O.No. Ac.AIII/ 3/65/ 2018 dated 01.08.2018)
25	July	PG	MASTER OF SCIENCE (COMPUTER SCIENCE)	2 Years	180	Candidates for admission to PG Programme in Computer Science should have passed a Degree course with minimum 3 years duration after 10+2 in Computer Science/ Computer Application/ Electronics as Core subject or an equivalent Degree with not less than 5 CCPA(S) out of 10 Or Any Science Degree with minimum three years duration after 10+2 with not less than 5 CCPA(S) out of 10 with Computer Science/ Computer Application as one of the Main/ Subsidiary/ Core subject. (UO No. AcAIV/2/ 53-MSc CS/2017 dated 23.10.2017). For SEBC and Physically handicapped candidates a minimum of 4.5 CCPA(S) and for SC/ST candidates a minimum pass in the Degree Examination is sufficient. (U.O.No.Ac.AIV/ 3/51406/ Eligibility /2014, dated 18.06.2014)
26	July	PG	MASTER OF SCIENCE (MATHEMATICS)	2 Years	180	B.Sc. with Mathematics or Statistics as Core Course securing not less than 5.5 CCPA(S) * out of 10 / B.Sc. Optical Instrumentation (Vocational), Instrumentation (Vocational), Industrial

						Chemistry (Vocational) / Electrical Equipment Maintenance (Vocational), Computer Applications(Career Related/Vocational).

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

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

1.10 Total Students enrolled and fees during Academic Session 2019-20:

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	UG	BACHELOR OF SCIENCE (COMPUTER SCIENCE)	123	17705
2	July	UG	BACHELOR OF SCIENCE (MATHEMATICS)	190	16075
3	July	PG	MASTER OF ARTS (PUBLIC ADMINISTRATION)	167	10725

4	July	PG	MASTER OF ARTS (ECONOMICS)	244	10725
5	July	PG	MASTER OF ARTS (HISTORY)	209	10725
6	July	PG	MASTER OF ARTS (MALAYALAM)	247	10725
7	July	UG	BACHELOR OF ARTS (ECONOMICS)	90	15285
8	July	UG	BACHELOR OF ARTS (ENGLISH)	535	14235
9	July	UG	BACHELOR OF ARTS (POLITICAL SCIENCE)	84	14235
10	July	UG	BACHELOR OF ARTS (SOCIOLOGY)	874	14235
11	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	248	24005
12	July	UG	BACHELOR OF COMMERCE	1359	13975
13	July	UG	BACHELOR OF COMPUTER APPLICATIONS	190	19020
14	July	UG	BACHELOR OF ARTS (HINDI)	37	14235
15	July	UG	BACHELOR OF ARTS (HISTORY)	584	14235
16	July	UG	BACHELOR OF ARTS (MALAYALAM)	209	14235
17	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	187	6670
18	July	PG	MASTER OF ARTS (POLITICAL SCIENCE)	100	10725
19	July	PG	MASTER OF ARTS (SOCIOLOGY)	283	10725
20	July	PG	MASTER OF COMMERCE (FINANCE)	1281	11355
21	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	6	10195
22	July	PG	MASTER OF SCIENCE (COMPUTER SCIENCE)	100	14190
23	July	PG	MASTER OF SCIENCE (MATHEMATICS)	378	12300
24	July	PG	MASTER OF BUSINESS ADMINISTRATION	313	41595

25	July	PG	MASTER OF ARTS (ENGLISH)	545	10725
26	July	PG	MASTER OF ARTS (HINDI)	127	10725
			Total	**8710**	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2019-20:

Number of programmes recognized from July, 2019 academic session and a copy of the UGC recognition letter:

Number of programmes: 26   Copy of the UGC recognition letter: View

Number of programmes recognized from January, 2020 academic session and a copy of the UGC recognition letter:

Number of programmes: 1   Copy of the UGC recognition letter: View

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

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	2 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	1	5	0	6
2	July	PG	MASTER OF SCIENCE (COMPUTER SCIENCE)	2 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	41	59	0	100
3	July	PG	MASTER OF SCIENCE (MATHEMATICS)	2 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	60	316	0	376
4	July	PG	MASTER OF BUSINESS ADMINISTRATION	2 Years	14-06-2018	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	0	156	156	0	512
5	July	UG	BACHELOR OF ARTS (HISTORY)	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	2	261	323	0	584
6	July	UG	BACHELOR OF ARTS (MALAYALAM)	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	2	60	149	0	209
7	July	UG	BACHELOR OF ARTS (POLITICAL SCIENCE)	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	44	40	0	84

8	July	UG	BACHELOR OF ARTS (SOCIOLOGY)	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	2	364	510	0	874
9	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	166	83	0	249
10	July	UG	BACHELOR OF COMMERCE	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	3	680	671	0	1351
11	July	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	133	58	0	191
12	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	1 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	57	131	0	188
13	July	UG	BACHELOR OF SCIENCE (COMPUTER SCIENCE)	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	78	46	0	124
14	July	UG	BACHELOR OF SCIENCE (MATHEMATICS)	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	21	36	0	57
15	July	PG	MASTER OF ARTS (POLITICAL SCIENCE)	2 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	0	26	72	0	98
16	July	PG	MASTER OF ARTS (PUBLIC ADMINISTRATION)	2 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	71	95	0	166
17	July	PG	MASTER OF ARTS (ECONOMICS)	2 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	28	217	0	245
18	July	PG	MASTER OF ARTS (ENGLISH)	2 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	2	89	456	0	545
19	July	PG	MASTER OF ARTS (HINDI)	2 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	10	117	0	127
20	July	PG	MASTER OF ARTS (HISTORY)	2 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	47	162	0	209
21	July	PG	MASTER OF ARTS	2 Years	26-10-2017	F.No.ugc/deb/uk/thprm/kr	1	61	186	0	247

Sr No	Session	Level	Name of Programme	Duration	Date	F.No.					
			(MALAYALAM)			l/2016 and 04.01.2017					
22	July	PG	MASTER OF ARTS (SOCIOLOGY)	2 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	64	218	0	282
23	July	PG	MASTER OF COMMERCE (FINANCE)	2 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	2	292	984	0	1276
24	July	UG	BACHELOR OF ARTS (ECONOMICS)	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	34	56	0	90
25	July	UG	BACHELOR OF ARTS (ENGLISH)	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	2	236	316	0	552
26	July	UG	BACHELOR OF ARTS (HINDI)	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krl/2016 and 04.01.2017	1	8	29	0	37

2.3 LSC wise enrolment details:

1. Name of College/institute where LSC is established: Kerala University Institute of Technology, Kollam

Address of College/institute where LSC is established: Kollam

Name of HEI to which College/institute is affiliated (where LSC is established): University of Kerala

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

Coordinator Details: Dr.S.Nazeeb (MA,PhD) and Contact: 9447722346

Programmes offered: BACHELOR OF COMMERCE , MASTER OF ARTS (SOCIOLOGY)

Total enrolled student: 1200

No. of Counsellors: 3

Sr No	Counsellor Name	Qualification	Contact Details
1	Maya	MA	9539968536
2	Dr.Joy V.S	M.Com,PhD	9447218998
3	Dr.Rajasree	M.Com,PhD	9747050586

Part - 3: Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	July	UG	BACHELOR OF ARTS (ECONOMICS)	90	0	0	0	0
2	July	UG	BACHELOR OF ARTS (ENGLISH)	552	0	0	0	0

3	July	UG	BACHELOR OF ARTS (HINDI)	37	0	0	0	0
4	July	UG	BACHELOR OF ARTS (HISTORY)	584	0	0	0	0
5	July	UG	BACHELOR OF ARTS (MALAYALAM)	209	0	0	0	0
6	July	UG	BACHELOR OF ARTS (POLITICAL SCIENCE)	84	0	0	0	0
7	July	UG	BACHELOR OF ARTS (SOCIOLOGY)	874	0	0	0	0
8	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	249	0	0	0	0
9	July	UG	BACHELOR OF COMMERCE	1351	0	0	0	0
10	July	UG	BACHELOR OF COMPUTER APPLICATIONS	191	0	0	0	0
11	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	188	0	0	0	0
12	July	PG	MASTER OF ARTS (ENGLISH)	545	0	0	0	0
13	July	PG	MASTER OF ARTS (SOCIOLOGY)	282	0	0	0	0
14	July	PG	MASTER OF COMMERCE (FINANCE)	1276	0	0	0	0
15	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	6	0	0	0	0
16	July	PG	MASTER OF SCIENCE (COMPUTER SCIENCE)	100	0	0	0	0
17	July	PG	MASTER OF ARTS	247	0	0	0	0

			(MALAYALA M)					
18	July	PG	MASTER OF ARTS (HINDI)	127	0	0	0	0
19	July	PG	MASTER OF ARTS (HISTORY)	209	0	0	0	0
20	July	UG	BACHELOR OF SCIENCE (COMPUTE R SCIENCE)	124	0	0	0	0
21	July	UG	BACHELOR OF SCIENCE (MATHEMAT ICS)	57	0	0	0	0
22	July	PG	MASTER OF ARTS (POLITICAL SCIENCE)	100	0	0	0	0
23	July	PG	MASTER OF ARTS (PUBLIC ADMINISTR ATION)	166	0	0	0	0
24	July	PG	MASTER OF ARTS (ECONOMIC S)	245	0	0	0	0
25	July	PG	MASTER OF SCIENCE (MATHEMAT ICS)	376	0	0	0	0
26	July	PG	MASTER OF BUSINESS ADMINISTR ATION	313	0	0	0	0

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

Sr No	Provision	Yes/No with explicit link address
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes http://www.ideku.net
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning mode	Yes
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes
4	Programme details including brochures or programme guides with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support	Yes

	Centres with addresses and contact details, their working hours and counseling schedule etc.	
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	No
8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes
9	Information regarding any new programmes launched and those proposed for the next two years	No
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes
12	A compilation of questions and answers under the head 'Frequently Asked Questions" with the facility of 'on-line' interaction with learners providing hyperlink support	No
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	No
14	List of the 'Examination Centres' along with the number of students in each centre who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner	Yes

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

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

ii) No. of cases of unfair means reported.

iii) Disciplinary action taken.

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

All the examinations for SDE students are conducted by the Controller of Examinations, University of Kerala. Hence, the number of examination centers is also decided by the Controller of Examinations, from time to time according to the number of students registered for examination from the total number of students enrolled in SDE. ii) Four cases have been reported by the invigilators of from UG examinations. iii) For the reported cases,adalats were conducted by the University and the four students were debarred for one year. After one year they were allowed to write the exams. iii)The observers for the University Examinations are appointed by the Controller of Examinations. They regularly monitor the SDE examinations conducted in various centres as per the instructions of the University.

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

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

1. BACHELOR OF ARTS (MALAYALAM) Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.S Suja (Assistant Professor)	Regular	18/12/2013	Teaching: 120 Months Industrial: 0 Months	85000

2. BACHELOR OF ARTS (POLITICAL SCIENCE)
Academic Session: July **Level: UG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Aby T Suresh (Assistant Professor)	Regular	11/05/2020	Teaching: 48 Months Industrial: 0 Months	59000

3. BACHELOR OF ARTS (SOCIOLOGY)
Academic Session: July **Level: UG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Maya (Lecturer)	Contractual	04/05/2017	Teaching: 60 Months Industrial: 0 Months	31000

4. BACHELOR OF LIBRARY AND INFORMATION SCIENCE
Academic Session: July **Level: UG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Salma M S (Lecturer)	Contractual	09/01/2020	Teaching: 24 Months Industrial: 0 Months	31000

5. BACHELOR OF SCIENCE (COMPUTER SCIENCE)
Academic Session: July **Level: UG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Liji I H (Lecturer)	Contractual	26/10/2016	Teaching: 48 Months Industrial: 0 Months	31000

6. BACHELOR OF SCIENCE (MATHEMATICS)
Academic Session: July **Level: UG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Suchithra S S (Lecturer)	Contractual	09/12/2019	Teaching: 36 Months Industrial: 0 Months	31000

7. MASTER OF ARTS (POLITICAL SCIENCE)
Academic Session: July **Level: PG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.Rose Mary George (Assistant Professor)	Regular	27/05/2013	Teaching: 144 Months Industrial: 0 Months	115000

8. MASTER OF ARTS (ECONOMICS)
Academic Session: July **Level: PG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.S.R Sheeja (Associate Professor)	Regular	29/01/2008	Teaching: 180 Months Industrial: 0 Months	165000

9. MASTER OF ARTS (ENGLISH)
Academic Session: July   Level: PG   No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.Lal C.A (Professor)	Regular	03/08/2012	Teaching: 288 Months Industrial: 0 Months	225000

10. MASTER OF ARTS (HINDI)
Academic Session: July   Level: PG   No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.Indu K.V (Assistant Professor)	Regular	27/05/2013	Teaching: 132 Months Industrial: 0 Months	115000
2	Dr.Deepak K.R (Assistant Professor)	Regular	27/05/2013	Teaching: 132 Months Industrial: 0 Months	115000

11. MASTER OF SCIENCE (COMPUTER SCIENCE)
Academic Session: July   Level: PG   No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Krishna S S (Lecturer)	Contractual	19/04/2016	Teaching: 84 Months Industrial: 0 Months	31000

12. MASTER OF SCIENCE (MATHEMATICS)
Academic Session: July   Level: PG   No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.K.S Zeenath (Professor)	Regular	21/03/1998	Teaching: 420 Months Industrial: 0 Months	225000

13. MASTER OF BUSINESS ADMINISTRATION
Academic Session: July   Level: PG   No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.Shaji B (Lecturer)	Contractual	05/07/2017	Teaching: 192 Months Industrial: 0 Months	31000

14. BACHELOR OF ARTS (ECONOMICS)
Academic Session: July   Level: UG   No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.Vineetha (Lecturer)	Contractual	07/05/2018	Teaching: 24 Months Industrial: 0 Months	31000

15. BACHELOR OF ARTS (ENGLISH)
Academic Session: July   Level: UG   No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Aswathy Ramachandran (Lecturer)	Contractual	04/02/2019	Teaching: 24 Months Industrial: 0 Months	31000

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
2	Asha Asok (Lecturer)	Contractual	06/08/2018	Teaching: 48 Months Industrial: 0 Months	31000

16. BACHELOR OF ARTS (HINDI)
Academic Session: July **Level: UG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.Rajan T.K (Assistant Professor)	Regular	27/05/2013	Teaching: 60 Months Industrial: 0 Months	80000

17. BACHELOR OF ARTS (HISTORY)
Academic Session: July **Level: UG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr Shaji A (Professor)	Regular	30/12/2014	Teaching: 252 Months Industrial: 0 Months	210000

18. BACHELOR OF BUSINESS ADMINISTRATION
Academic Session: July **Level: UG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr Mushtaq Ahammed (Assistant Professor)	Regular	02/01/2013	Teaching: 134 Months Industrial: 0 Months	105000

19. BACHELOR OF COMMERCE
Academic Session: July **Level: UG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr K.S Suresh Kumar (Professor)	Regular	03/01/2013	Teaching: 252 Months Industrial: 0 Months	215000

20. BACHELOR OF COMPUTER APPLICATIONS
Academic Session: July **Level: UG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Arya S V (Lecturer)	Contractual	12/12/2019	Teaching: 24 Months Industrial: 0 Months	31000

21. MASTER OF ARTS (PUBLIC ADMINISTRATION)
Academic Session: July **Level: PG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.S Ajitha (Assistant Professor)	Regular	27/12/2011	Teaching: 144 Months Industrial: 0 Months	124000

22. MASTER OF ARTS (HISTORY)
Academic Session: July **Level: PG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.S.Venumohan (Assistant Professor)	Regular	21/05/2013	Teaching: 120 Months Industrial: 0 Months	96000

23. MASTER OF ARTS (MALAYALAM)
Academic Session: July **Level: PG** **No. of Fulltime Dedicated Faculty: 2**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.A.M Unnikrishnan (Professor)	Regular	28/01/2011	Teaching: 392 Months Industrial: 0 Months	265000
2	Dr.S.Nazeeb (Assistant Professor)	Regular	05/11/2012	Teaching: 84 Months Industrial: 0 Months	105000

24. MASTER OF ARTS (SOCIOLOGY)
Academic Session: July **Level: PG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Asha V (Professor)	Regular	09/03/1995	Teaching: 276 Months Industrial: 0 Months	226000

25. MASTER OF COMMERCE (FINANCE)
Academic Session: July **Level: PG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Balu B. (Assistant Professor)	Regular	02/01/2013	Teaching: 108 Months Industrial: 0 Months	125000

26. MASTER OF LIBRARY AND INFORMATION SCIENCE
Academic Session: July **Level: PG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Mohana Kumar T (Lecturer)	Contractual	06/09/2018	Teaching: 48 Months Industrial: 0 Months	31000

27. MASTER OF ARTS (POLITICAL SCIENCE)
Academic Session: July **Level: PG** **No. of Fulltime Dedicated Faculty: 1**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Renoj N K (Assistant Professor)	Regular	03/02/2020	Teaching: 12 Months Industrial: 0 Months	59000

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

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

SDE provides Self Learning Material largely in the printed mode, though soft copies are sometimes made available to learners on request. The CIQA makes sure that the Self Learning Material related to all programmes are self-explanatory, self-contained, self-directed, self-motivating and self-evaluating, in compliance with the 'Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy' – As per Annexure - VII of UGC(ODL) Regulations, 2017. It is ensured that they involve the learner actively through various experience-based activities and assignments, that the learners are given clear information about the structure of the programme and course, and that there are detailed learning directions for the learners to be self-directed for completion of studies. The content of Self Learning Material have been developed, as much as

possible, with dialogue and personal system of writing method in order to ensure interactivity, and to encourage learners to apply new knowledge and skills. The learning objectives and outcomes are clearly stated. The content are divided into units and sub units for effective learning. Care is taken as much as possible to ensure that there are assignments and self-assessment questions at the end of each unit, that the learners are directed through problem solving activities as applicable to nature of the course. Sincere efforts are made to ensure that the Self Learning Material are developed in a consistent layout and format, including an overview of content and a unit structure at the beginning of each unit. Ample examples, relevant reference to prior learning, inclusion of national and international examples and case studies, where relevant, and the synchronising of content with learning objectives and outcome, are also insisted upon. Explanation of icons used in content, appropriate sequencing of material, explanation on technical, new, difficult terms or word and the inclusion of adequate suggested reading (both print and online), are ensured. The CIQA is committed to monitor the process of SLM creation and will strive to maintained the required standards continuously.

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

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

SDE prepares the Self Learning Material in strict compliance with the 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017. The materials are provided in print, and they are prepared by the teachers of SDE and experts from approved panels. The editing is done by the various programme coordinators and they monitor the process from drafting to printing. The CIQA ensures that SLMs are planned keeping in mind the backgrounds of learner, learning needs, learning experiences and adapted for flexible learning. The SLMsare structured to emphasis more on the processes of learning, ensuring learning objectives, assessment of prior knowledge, learning activities,feedback of learning activities, examples and illustrations, self-assessment tests, summaries and key points, and study tips. The learning material are developed with the constructive approach, laying emphasis on real-world tasks, with provision for learners' choice, with the inclusion of case studies, collaborative learning tasks, opportunities for observing others and self-evaluation. The Self Learning Material are produced entirely within SDE with the help of external experts and printed in the Kerala University Press. Though we meet the students during the Personal Contact Programmes, which have 10 contact days of 6 hours each per semester for UG Programmes and 15 contact days of 6 hours each for PG Programmes, we understand that the learners need to be made largely self-reliant in their studies. The study materials are prepared keeping mind that the learners have the opportunity to take the decisions at different points during the learning path the following key points are kept in mind during the planning and preparation of learning material - (a) Learner Profile, (b) Background of the learners and (c) Learning Objectives and Outcome. Grouping of Learning Material: An introductory booklet describing the programme, content and objectives of different courses, syllabus,and other guidelines are provided for each programme, which serve as a Student's Handbook. Model Question papers are included in the SLM of each course and a question bank is made available online. Detailed guidelines related to preparation and submission of assignments and projects are updated from time to time in the SDE website. The SLMs are prepared and printed following the "Standards of Self Learning Material (SLM) in Print Form" laid down in the 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017

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

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

i) All the examinations for SDE students are conducted by the Controller of Examinations, University of Kerala. Hence, the number of examination centers is also decided by the Controller of Examinations, from time to time according to the number of students registered for examination from the total number of students enrolled in SDE. ii) Four cases have been reported by the invigilators of UG examinations. iii) For the reported cases,adalats were conducted by the University and the four students were debarred for one year. After one year they were allowed to write the exams. iii)The observers for the University Examinations are appointed by the Controller of Examinations. They regularly monitor the SDE examinations conducted in various centres as per the instructions of the University.

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

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

At present the School of Distance Education does not have Learner Support Centres. But SDE is conducting PCP in its Head Quarters atThiruvananthapuram and its two Sub-centres at Kerala University B.Ed Centre and Kerala University Institute of Technology,Kollam

Part - 10: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

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

The University of Kerala has a Grievance Redressal System and Procedure which is published on its portal, update from time to time. There is an online facility for submitting grievances and track their status, and a faculty member given charge for the same. The Higher Educational Institution regularly monitors, assesses and reviews the effectiveness of its Grievance Redressal Procedures. In addition to this, the School of Distance Education has its own Grievance Redressal Mechanism, with a Cell dedicated for the purpose. The students have access to respective Programme Coordinators who resolve most of the grievances on a basic level. Any complaint that is received by the Director is passed on to the teacher in charge of the Grievance Redressal Cell, who takes remedial steps in consultation with other staff members and respective programme coordinators.Recurrent complaints are taken up in the Department Council meetings and long term remedies discussed.

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

Sr No	Provision	Whether being complied Yes/No
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown **separately** in the grade card	Yes
2	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
3	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre approved by the Higher Educational Institution	Yes
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held in a subject unless the Higher Educational Institution is satisfied that at least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for "Term End Examination" shall not be less than 70%.	Yes
5	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	Yes
7	The Examination Centre shall have proper monitoring mechanisms for **Closed-Circuit Television (CCTV)** recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper **videography** be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution.	Yes
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	Yes
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes

Part - 11.2: Observer Report

View

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

Sr No	Provision	Whether being complied Yes/No
1	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 - as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes
3	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '7' to '17' below	Yes
4	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning, and the other terms and conditions of such payment	Yes
5	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
6	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
7	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution	Yes
8	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
9	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test	Yes
10	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or part time or visiting or contractual basis	Yes
11	Pay and other emoluments payable for each category of teachers and other employees	Yes
12	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes
13	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study	Yes
14	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes

Part - 13: Innovation and Best Practices

i) Innovation introduced during academic year

Started online sessions for any of UG/PG Programmes. Started providing soft copies of SLMs to outstation students. Started producing academic videos for select courses under popular UG and PG programmes. Started distributing academic videos and presentations.

ii) Give Best Practices of Institution

1. Induction programmes at the beginning of academic session. 2. Conduct online classes on select theory based courses. 3. Distribuition of SLMs by hand to near by students and by post to those who cant turn up to collect SLMs by hand.

iii) Any other Information

Nil

Part - 14: Plan of Institution for next year

Started initiatives for starting Three UG programmes and six PG programmes through Online mode following UGC (ODL Programmes and Online Programmes) Regulation 2020 and its amendment

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) Regulations, 2017 and its amendments.

Signature of the Director:		**Signature of the Registrar:**	
Name of the Director:	Dr. R Vasanthagopal	**Name of the Registrar:**	Dr.K.S Anil Kumar
Seal of the Director:		**Seal of the Registrar:**	
Date of the Director:	15-07-2021	**Date of the Registrar:**	15-07-2021

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) Regulations, 2017 and its amendments.
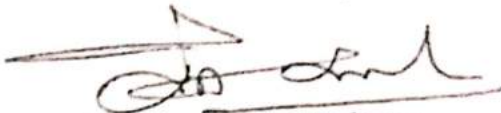
Signature of the Director

Name : Dr. R Vasanthagopal

DIRECTOR
School of Distance Education
University of Kerala, Kariavattom
Thiruvananthapuram - 695 581

Seal:

Date: 15/07/20

Signature of the Registrar

Name: Dr. K.S Anil Kumar

DR. K.S. ANIL KUMAR
REGISTRAR
UNIVERSITY OF KERALA

Seal:

Date 15/07/2021