

HEI-P-U-0434

Academy of Maritime Education and Training

Deemed-To-Be-University

Annual Report


OF


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

**PROGRAMMES UNDER
OPEN AND DISTANCE LEARNING MODE**

2023-2024


Dr. I. HAROON BASHA
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Part – I: General Information

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

<https://www.ametuniv.ac.in/odl01/X.ii.pdf>

1.2 Details of Director, CIQA

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

1.3 Details of CIQA Committee:

a. Composition as per Regulations

S. No.	Designation	Nominations	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Dr. V.Rajendran, Vice-Chancellor	Mechanical Engineering	10-07-23
b.	Three Senior teachers of HEI	Member 1	Dr.S.Bharathi Raja, Principal – AICTE -Member	Mechanical Engineering	10-07-23
		Member 2	Dr. S. Priya – Dean, Academic - Member	Electrical and Electronics Eng	10-07-23
		Member 3	Dr.D. Arivazhagan – Director IQAC - Member	Management Studies	10-07-23
c.	Head of three Department Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr Sandeep Kumar Gupta, Professor & Head, Department of Business Studies, AMET – CDOE (Member)	Management Studies	10-07-23
		Member 5	Dr Ruben Anto, Head of Department of Commerce, AMET – CDOE (Member)	Commerce Management Studies	10-07-23
		Member 6	Dr R Balaji, Professor & Head, Department of Management Studies, AMET – CODE (Member)	Management Studies	10-07-23
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. Manoranjan Pon Ram, Director CDOE, SRM Deemed to be University, Chennai Professor & Head, Management Studies, SRM	Management Studies	10-07-23

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		Member 8	Dr. S.Subramanian – Professor & Director, Tamilnadu Open University (TNOU), Chennai - Member	Management Studies	10-07-23
e.	Officials from departments of HEI	Member 9	Dr. M. Jayaprakashvel, Registrar i/c, AMET, (Member)	Marine Bio-Techology	10-07-23
		Member 10	Ms. K. Jayabarathi, Director, Finance - Member	Commerce	10-07-23
f.	Director, CIQA	Member Secretary	Dr. I. Haroon Basha, Director - CIQ, CDOE - Member Secretary	Management Studies	10-07-23

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

If No, reason thereof

The Second meeting of the CIQA will be held in the second half of the year and which will be held in the month of November 2024. The Changes would be made during that CIQA Meeting.

1.4 Number of meetings held and its approval: 01

a. No. of meetings held every year:

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	10-07-2023	2	upload	upload
Meeting 2	--	--	upload	upload

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

From <Month, Year> academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)				
									M	F	TG	Total	
1.	NA												
N.													

***Not for Private University**

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

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

From <Month, Year> academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority(if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction */Off Campus	Number of students admitted (Male/Female/Trans-gender)				
									M	F	TG	Total	
1.	NA												
N.													

***Not for Private University**

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

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

From <Month, Year>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)				
								M	F	TG	Total	
1.	NA											
N.												

***Not for Private University**

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

1.8 Number of programmes started at Undergraduate Degree Programmes as per Commission Order:

From February 2024 academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial Jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)
1.	ODL BBA	3	120	10 th , +2	8000/Semester		NIL	0
2.	ODL B.Com	3	120	10 th , +2	7000/Semester		NIL	0

***Not for Private University**

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 <Month, Year>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)				
								M	F	TG	Total	
1.	NA											
N.												

***Not for Private University**

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

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

2.1 Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	The CDOE was prepared to offer quality services to the ODL students by providing SLMs and also connecting the through student portal, Whatsapp, Emails, and Phone Calls. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	CDOE was prepared to organize PCP programmes at the end of the programme. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	The primary focus of any HEI is the teaching and learning process. When it comes to teaching, the CDOE has got qualified Professors, Associate Professors and Assistant Professors, with appropriate teaching experience in the HEI. The learners of our ODL programmes will be provided with the appropriate Self-Learning Materials and guidance to learn the concepts in the effective manner. But No Students were admitted in the ODL mode of BBA and B.Com programmes of	

		February 2024 Calendar Year Batch.	
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	The curriculum and syllabus of ODL programmes follow the same set of curriculum and syllabuses of the programmes offered in the conventional mode by following the Blooms Taxonomy Levels. The learning materials were developed in line with the concepts taught in the conventional mode. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	CDOE suggests to the authorities of HEI that frequent audits have to be conducted on the functioning of CDOE through CIQA so as to offer high quality education to the odl students in the consistent manner.	

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7.	Implementation of its recommendations through periodic reviews	CDOE offers 2 ODL programmes by following the curriculum and syllabus of the programmes offered in the regular mode, with the proper approval of the statutory bodies such as BoS and ACM. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
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.	But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	NIL as there are no admissions in odl programmes
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	But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	

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10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	The Programme Project Reports were created in accordance with the guidelines of UGC-DEB and they have been approved by the statutory authorities of the University.	https://ametuniv.ac.in/odl/2024/2.1.4a-b.pdf (Approval of the PPR by statutory bodies)
12.	Mechanism to ensure the proper implementation of Programme Project Reports	The CDOE has ensured on the proper implementation of Programme Project Report (PPR) through the Academic Calendar, Curriculum, Fee Structure, Examination and Assessment System. Periodic academic meetings are held to ensure there is smooth implementation of the standards mentioned.	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and	The CDOE of the University has submitted the half-yearly CIQA report only since the odl programmes of the University were approved for the Calendar Year Batch of February 2024. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	

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

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

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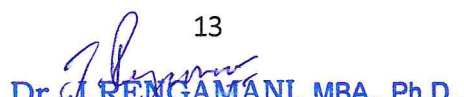
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	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.		
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	All CIQA reports are duly approved by the competent authority.	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of	Appropriate Instructional Design has been designed and developed in accordance with UGC-DEB guidelines. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	



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	the HEI for its different academic programmes		
24.	Promoted automation of learner support services of the Higher Educational Institution	No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch.	
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	The CDOE seeks the assistance of the external experts for better functioning of the department and also to offer the services to the learners in the seamless manner. Moreover, the CDOE has enable the validation of its activities through the external and internal reviewers. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	The annual audit will take place every year with the members from other departments and also from outside the University. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	The University has been granted with NAAC A grade with a score of 3.13 valid upto 12-09-2026. For the subsequent assessment, the CDOE will submit a self-appraisal report to the authorities.	

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28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	The CDOE has planned to collaborate with the associations such as MCCI, AIMA	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The CDOE will collaborate with the industries for increasing the employability of the learners. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	

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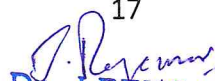
2.2 Compliance of Quality Monitoring Mechanism – As per Annexure-I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning Operational Plan, Goals and Policies	The CDOE has carefully organized the roles and responsibilities of the teaching and non-teaching staff for the ODL programmes as per the stipulations and norms of the UGC-DEB and also AMET University. The department has recruited the appropriate number of faculty members, administrative staff members, technical staff members by following the guidelines of UGC-DEB and also by following the recruitment policy of AMET University. The organizational structure that governs the CDOE activities include a Director, Deputy Registrar, Assistant Registrar, Programme Coordinators, Course Coordinators. The strategic plan of the department is to offer quality odl education in the flexible manner. The operational plan of the department is to offer services to the students during weekends and also during public holidays so as to meet the set goals and policies. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	https://ametuniv.ac.in/odl/2024/1.7.pdf (Appointment order of director, joining report, resume)
2.	Articulation of Higher Educational Institution Objectives	The CDOE clearly states its vision, mission, programme objectives, course objectives, course	

		<p>articulation matrix in the curriculum and syllabus of the ODL programmes such as BBA and B.Com programmes and are also made available in the website. Each programme coordinator will ensure the smooth delivery of the programmes. The Programme Project Reports provide extensive details of the articulation of HEI objectives.</p> <p>But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch</p>	
3.	<p>Programme Development and Approval Processes</p> <p>a. Curriculum Planning, Design and Development</p> <p>b. Curriculum Implementation</p> <p>c. Academic Flexibility</p> <p>d. Learning Resource Feedback System</p>	<p>The curriculum planning, design and development of academic programmes has been prepared following the guidelines and also with the approval of Board of Studies and Academic Council. It has the process, systems and structures in place to carry out these responsibilities. With the help of the academic calendar the curriculum planned will be executed accordingly.</p>	<p>https://ametuniv.ac.in/odl/vv2.pdf (Curriculum model)</p> <p>https://ametuniv.ac.in/odl/csr7.pdf (PPR Approval Copies)</p>


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		But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
4.	Programme Monitoring and Review	The Director of CDOE, Deputy Director, and Assistant Director along with the programme coordinators continuously review the smooth functioning of the ODL programmes in terms of content, weekend classes(PCP), and assessments as per the academic calendar. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
5.	Infrastructure Resources	The students of the ODL programmes will be provided with excellent learning materials, self-learning materials, discussion forum and assessment. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February	

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		2024 Calendar Year Batch	
6.	Learning Environment and Learner Support	No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
7.	Assessment and Evaluation	At AMET, the department has a robust evaluation through varied assessment tools including multiple choice questions, projects, reports, case-studies, presentations, and end term examinations, to suit the different learning outcomes expected of the course elements. This has been approved in the Academic council meeting. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
8.	Teaching Quality and Staff Development	Faculty are motivated to attend the faculty development program and other programs to improve the quality of their teaching.	

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2.3 Compliance of Process of Internal Quality Audit – As per Annexure-I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Academic Planning	At the beginning of every semester, an academic calendar will be issued to the learners and faculty members / staff members. It is mandatory to follow the events of the academic calendar. But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
2.	Validation	Before the implementation of programmes, the curriculum and syllabus of ODL/OL programmes, Self-Learning Materials, and PPR are approved by the Board of Studies, Academic Council. The fee structure is approved by the Executive Council. As a summary, every document is approved by the competent authority.	

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3.	<p>Monitoring, Evaluation and Enhancement Plans</p> <p>a. Reports from Learner Support Centres (for Open and Distance Learning programmes)</p> <p>b. Reports from Examination Centres</p> <p>c. External Auditor or other External Agencies report</p> <p>d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>e. Reporting and Analytics by the Higher Educational Institution Periodic Review</p>	<p>The Academy of Maritime Education and Training (AMET) Deemed to be University campus is the only examination centre for ODL programmes which is regulated and reviewed by the Superintendent, the Controller of Examinations, and Observers. The end semester examinations will be conducted using proctoring. The examination report will be sent to the controller of examinations on every day basis by the superintendent and proctors for review and approval. The systematic review is done for the smooth functioning of the ODL examination.</p> <p>But No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch</p>	
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Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, atleast Associate Professor

Or

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

Dr.J.Rengamani, Professor and Director, Centre for Distance and Online Education, AMET Deemed to be University
<https://ametuniv.ac.in/odlol2024/1.7.pdf> (Director appointment order, Joining report, Resume)

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

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

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

<https://ametuniv.ac.in/odlol2024/2.1.3.pdf> (Approved List of Faculty for the ODL Programmes)

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

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S.No	Programme Name	No. of Full time Dedicated Faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/Contract) with gross salary /month			Date of joining programme and joining Report
							Type	Gross salary/month	Contract period	
1	ODL MBA Shipping and Logistics Management	2	Dr R Balaji	Professor	PhD	27	Regular / Rs.37400-67000 + 10000			
			Dr D Vettriselvan	Associate Professor	PhD	15	Regular / Rs.37400-67000 + 9000			
2	ODL BBA	2	Dr R Srinivasan	Associate Professor	PhD	30	Regular / Rs.37400-67000 + 9000			
			Dr C Senthil Kumar	Associate Professor	PhD	16	Regular / Rs.15600-39100 + 6000			
3	ODL BCom	2	Dr R Sathish	Associate Professor	PhD	8	Regular / Rs.37400-67000 + 9000			
			Dr Fasahat NazirBuchoo	Associate Professor	PhD	6	Regular / Rs.15600-39100 + 6000			

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3.3 Details of Administrative staff

Number of Administrative staff available exclusively for ODL programmes at HQ & at LSCs

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	1
Assistant Registrar	1	1
Section Officer	1	1
Assistants	3 (2 for DM Universities)	2
Computer Operator	2	2
Multi-Tasking Staff	2	2

(<https://ametuniv.ac.in/odlol2024/1.11.pdf>)

attested photocopy of appointment letter with salary details)

Note:

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

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Part – IV: Examinations

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

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

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4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	YES, The exam centre will be the AMET Deemed to be University, Kanathur Campus	
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	NA	
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	

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11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes. Proper guidelines will be followed and also will be shared with the students.	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	Yes. Proper evaluation policy is defined for both Continuous and End-Semester Examinations	

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3.	<p>The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;</p> <p>ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/Higher Educational Institution</p>	Yes.	
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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes. The courses in the curriculum and syllabus have appropriate credits as that of the programmes offered in the conventional mode. Setting up of questions are also based on the Blooms Taxonomy Levels.	
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	

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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes	
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Yes. The process of examination will be issued by the Controller of Examinations and followed as per the guidelines. Process of examination and guidelines are attached	
9.	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Yes	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes The examination centre shall have proper monitoring mechanism using CCTV recording. But, No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024	



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		Calendar Year Batch	
(b) Availability of biometric system	Yes, Biometric system is available	But, No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	Not Applicable		
(d) In case of non-availability of the Closed- Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution	Not Applicable as there is no batch for the ODL Programmes		

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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	No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and		
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted	Yes, But, No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	

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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.		
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes But, No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	Not Applicable	Not Applicable

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15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations	Not Applicable	
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes, But, No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have <ul style="list-style-type: none"> i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name. 	Yes. All guidelines are followed while designing the degree. The sample degree is attached	
	(b) Each award shall also be uploaded on the National Academic Depository	Yes. No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	

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18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme); (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres	Yes. Samples of the backside of Mark sheet and Degree Certificate are attached	
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4.3 Whether any examination held through online mode.

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

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

4.4 Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
February 2024	BBA	0	--	--	--	--
	BCom	0	--	--	--	--

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

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

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

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

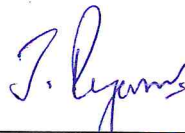
Bachelor of Business Administration (BBA) PPR is attached

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

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

The CDOE of AMET Deemed to be University deploys the Self Learning Materials, and other content including assessments. The subject experts and professionals were used to prepare the contents. The contents are prepared in a structured manner by using the corresponding syllabus..

Sample contents and authority approvals are attached.



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

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

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

Sample SLM is attached

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

6.1 Details of personal contact programmes implemented:

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

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

6.2 Compliance status of 'Learner Support Centre' - As per Annexure - VIII of UGC(ODL Programmes and Online Programmes) Regulations, 2020

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

NA

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6.3 LSC wise enrollment details (Not for Private University)

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	NA									
N.										

Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years.

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition complied Yes/No
NA			

6.4 Off campus details (For Deemed to be University)

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

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6.5 Delivery of Self-Learning Material

Delivery of Self Learning Material to learners for ODL programmes as defined in Annexure-VI and Annexure-VII of Regulations

Type	Date of Admission (for July and January)	Date of delivery SLM	Whether SLM delivered to learners within a fortnight from the date of admission
Printing Material	NIL	NIL	NIL
Audio-Video Material	NIL	NIL	NIL
Online Material	NIL	NIL	NIL
Compute based Material	NIL	NIL	NIL

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

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

a. Provide details as under: **NIL**

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

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

Upload NA



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

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes. A copy of the joint declaration is attached	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	Yes. Link is given below: https://www.ametuniv.ac.in/odlol2024/1.5.pdf	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	UGC-DEB Approval: ODL: https://drive.google.com/file/d/1PK2NsSIwZ9IJAKbL6XO-BBGqPQWB-Wpm/view?usp=sharing AICTE Approval: https://www.ametuniv.ac.in/odlol2024/2.1.6.pdf	

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4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	Yes. Link is given below: https://www.aucdoe.in/	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;	Yes. Programm-wise details of 3 programmes are given below BBA https://www.aucdoe.in/bba.html B.Com https://www.aucdoe.in/bcom.html	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Not Prepared As No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Not Prepared As No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
8.	Information regarding all the programmes recognised by the Commission	Yes. Link is given below: ODL programmes: https://drive.google.com/file/d/1PK2NsSIwZ9IJAKbL6XO-BBGqPQWB-Wpm/view?usp=sharing	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	NIL No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	

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10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	Yes. Link is given below. Approval was given for the First Batch in March 2024. https://ametuniv.ac.in/odl/2024/2.1.4c-d.pdf	
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	Yes. FAQs are available on the website https://aucdoe.in/faq.html	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	NA -No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
13.	List of the 'Examination Centres' alongwith the number of learners in each centre, for Open and Distance Learning programmes	NIL -No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	NIL -No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	NIL -No Students were admitted in the ODL mode of BBA and B.Com programmes of February 2024 Calendar Year Batch	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Only six months have elapsed after getting the approval.	

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Part – VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	Yes
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	Yes

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3.	<p>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-</p> <p>(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;</p> <p>(b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions;</p> <p>(c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.</p>	Yes
4.	<p>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.</p>	Yes
5.	<p>The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government:</p> <p>Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	Yes
6.	<p>Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners:</p>	Yes

	Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	
7.	Every Higher Educational Institution shall- (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force	Yes
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment	Yes
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes

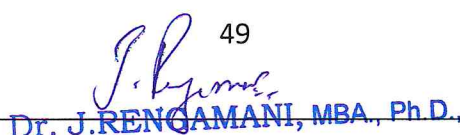


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8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes
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



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8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution.	Yes

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

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Part – IX: Grievance Redressal Mechanism

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

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

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

No Students were admitted in ODL mode

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
NIL	NIL

9.3 Complaint Handling Mechanism

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

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

<https://aucdoe.in/pdf/grievance-redressal.pdf>

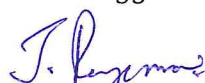
9.4 Details of Complaints received from UGC (DEB)

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



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Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

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

10.2 Best Practices of the HEI

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

10.3 Details of Job Fairs conducted by the HEI

NA – As there are no students in the ODL Programmes

10.4 Success Stories of students of ODL mode of the HEI

NIL

10.5 Initiatives taken towards conversion of SLM into Regional Languages

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

10.6 Number of students placed through Campus Placements

NA – As no students have joined

10.7 Details of Alumni Cell and its activity

NA – As no students have joined the ODL batch

10.8 Any other Information

NIL

I. Haroon Basha

Dr. I. HAROON BASHA
Director

Centre for Internal Quality Assurance (CIQA)
AMET Deemed to be University
Chennai-603 112

J. Rengamani
Dr. J. RENGAMANI, MBA., Ph.D.,
Director
Centre for Distance and Online Education (CDOE)
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Kanathur, Chennai - 603 112.

D. Muthazhilan
Dr. R. MUTHAZHILAN
Registrar i/c

ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC Act 1956)
135, East Coast Road
Kanathur, Chennai - 603 112, India

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

Signature of the Director:

Name: Dr.J.Rengamani

Seal:

Date: 29-08-2024

J. Rengamani
Dr. J.RENGAMANI, MBA., Ph.D.,
 Director
 Centre for Distance and Online Education (CDOE)
 AMET Deemed to be University
 Kanathur, Chennai - 603 112

Signature of the Registrar:

Name: Dr. R. Mutheszilan

Seal:

Date: 29-08-2024

R. Mutheszilan
Dr. R. MUTHEZHILAN
 Registrar i/c
 ACADEMY OF MARITIME EDUCATION AND TRAINING
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Note: Kindly take the print out of duly filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

I. Haroon Basha

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