**HEI ID:** HEI-U-0034 **Name of HEI:** Sri Padmavati Mahila Visvavidyalayam

Type of HEI: State

## **Annual Report**

**OF** 

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

# PROGRAMMES UNDER OPEN AND DISTANCE LEARNING MODE

2023-24

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#### **Part - I: General Information**

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

Upload PDF

### 1.2 Details of Director, CIQA

Name: Prof. M. ArunaQualification: M.Sc., Ph.D

• Appointment Letter and Joining Report: Upload (PDF)

### 1.3 Details of CIQA Committee:

a. Composition as per Regulations

| S.<br>No. | Designation                                       | Nomination as              | Name and<br>Qualification   | Specialization   | Date of<br>Nomination in<br>CIQA Committee |
|-----------|---|----------------------------|---|--|--|
| a.        | Vice Chancellor of<br>the University              |                            | Prof. D. Bharathi<br>Vice Chancellor<br>M.Sc., M.Phil.Ph.D,<br>Advanced Diploma in<br>Sericulture (China) | Silkworm Biochemistry,<br>Physiology and<br>Biotechnology  | 30-01-2023                                 |
| b.        | Three Senior                                      | Member 1                   | Prof. R. Nagaraju<br>M.Pharm, Ph.D  | Pharmaceutics  | 30-01-2023                                 |
|           | teachers of HEI                                   | 1.10111001 =               | Prof. T. Sudha<br>M.Sc., M.Phil, Ph.D., M.S   | Expert System, Decision<br>Support System, Operations<br>Research Data Mining &<br>Neural Networks | 30-01-2023                                 |
|           |   | 1-10111DC1 D               | Prof. G. Savithri<br>M.Sc, Ph.D   | Silkworm Pathology & Extension & Management  | 30-01-2023                                 |
| C.        | Head of three<br>Departments or                   | Member 4                   | Prof. K. MadhuJyothi<br>M.A, Ph.D   | Classical, Modern<br>Literature & Translation  | 30-01-2023                                 |
|           | School of Studies<br>from which                   | Member 5                   | Dr. R.N.S. Saileswari<br>M.A., Ph.D   | Karnatic Music in Vocal  | 30-01-2023                                 |
|           | programme is being offered in ODL and Online mode | Member 6                   | Prof.V.Nirmala,<br>M.A., M.Phil., Ph.D  | Common Wealth Literature   | 30-01-2023                                 |
| d.        | Two External Experts of ODL and/or Online         | Member 7                   | Prof. P. Madhusudhana<br>Reddy<br>M.Sc, Ph.D  | Environmental Geology  | 30-01-2023                                 |
|           | Education   | Member 8                   | Prof. K. VisweswaraRao<br>M.A., Ph.D  | Social Work  | 30-01-2023                                 |
| e.        | Officials from departments of HEI                 | Member 9<br>Administration | Dr.B.Geetha vani<br>M.Sc,Ph.D   | Sericulture  | 30-01-2023                                 |
|           | <ul><li>Administration</li><li>Finance</li></ul>  | Member 10<br>Finance       | Mr. P. Chandrasekhara<br>Sanjeevaiah<br>B.Tech (Civil), Group I<br>Services, State Audit Dept.            | State Govt. Acts & Rules   | 30-01-2023                                 |
| f.        | Director, CIQA                                    | Member<br>Secretary        | Prof. M. Aruna<br>M.Sc., Ph.D   | Food & Nutrition   | 30-01-2023                                 |

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

If No, reason thereof

Yes

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

| Meetings  | Date-Month- | No. of External | Minutes | Approval of |
|-----------|-------------|-----------------|---------|-------------|
|           | Year        | Expert Present  |         | Minutes     |
| Meeting 1 | 20-11-2023  | 2               | upload  | upload      |
| Meeting 2 |             |                 | upload  | upload      |

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:

|     | 10111  | onen, rear  | acaaciii | e bebblet |             |       |           |           |       |        |        |      |
|-----|--------|-------------|----------|-----------|-------------|-------|-----------|-----------|-------|--------|--------|------|
| Sr. | Name   | Certificate | Duration | No. of    | Admission   | Fee   | Approval  | No. of    | Num   | ber of | stude  | ents |
| No. | of the | Title       | (months) | Credits   | Eligibility | (Rs.) | of        | Learner   |       | admit  | ted    |      |
|     | Depart |             |          |           |             |       | statutory | Support   | (Male | /Fema  | ıle/Tr | ans- |
|     | ment   |             |          |           |             |       | Authority | Centre    |       | gend   | er)    |      |
|     |        |             |          |           |             |       | (s) (DD-  | Operati   | M     | F      | T      | Tot  |
|     |        |             |          |           |             |       | MM-       | onalized  |       |        | G      | al   |
|     |        |             |          |           |             |       | YYYY) of  | as per    |       |        |        |      |
|     |        |             |          |           |             |       | HEI/Regu  | territori |       |        |        |      |
|     |        |             |          |           |             |       | latory    | al        |       |        |        |      |
|     |        |             |          |           |             |       | authority | jurisdict |       |        |        |      |
|     |        |             |          |           |             |       | (if       | ion*/     |       |        |        |      |
|     |        |             |          |           |             |       | required) | Off       |       |        |        |      |
|     |        |             |          |           |             |       |           | Campus    |       |        |        |      |
| 1.  | Nil    |             |          |           |             |       |           |           |       |        |        |      |
| 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 <July, 2023> academic session:

| Sr. | Name of the    | Diplon | naTitle     | Duration | N                           | Admi                     | Fee   | Approval         | No. of  |   | Nui               | mber o                                      | f     |
|-----|----------------|--------|-------------|----------|-----------------------------|--------------------------|-------|------------------|---|---|-------------------|---|-------|
| No. | Department     | Dipion | ia i itie   | (months) | o.<br>of<br>Cr<br>ed<br>its | ssion<br>Eligi<br>bility | (Rs.) |                  | Learner<br>Support<br>Centre<br>Operationa<br>lized as per<br>territorial<br>jurisdiction<br>*/ Off<br>Campus |   | student<br>(Male/ | ts adm<br>Female<br>ans-<br>gen<br>der<br>) | itted |
|     |                |        |             |          |                             |                          |       | authority<br>(if |   |   |                   |   |       |
|     |                |        |             |          |                             |                          |       | required)        |   |   |                   |   |       |
| 1.  | Department of  | c<br>C | Sankeertana | 6 Months | 4                           | SSC                      | 3,000 | 04-05-2004       | Nil   | 0 | 4                 | 0   | 4     |
| 2.  | Music, Dance & | isn    | Annamayya   | 6 Months | 4                           | SSC                      | 3,000 | 04-05-2004       | Nil   | 0 | 3                 | 0   | 3     |
|     | Fine Arts      |        | Antarangam  |          |                             |                          |       |                  |   |   |                   |   |       |

From <January, 2024> academic session:

| Sr. |             | Diplo           | maTitle     | Duration | No.  | Admission   | Fee   | Approval of             | No. of                   | Nu  | mber o | of stud         | ents  |
|-----|-------------|-----------------|-------------|----------|------|-------------|-------|-------------------------|--------------------------|-----|--------|-----------------|-------|
| No. |             |                 |             | (months) | of   | Eligibility | (Rs.) | statutory               | Learner                  |     | adn    | nitted          |       |
|     | Nam         |                 |             |          | Cre  |             |       | Authority               | Support<br>Centre        | (Ma | le/Fen | nale/T<br>ider) | rans- |
|     | e of<br>the |                 |             |          | dits |             |       | (s) (DD-<br>MM-YYYY)    | Operationa               | M   | F      | TG              | Total |
|     | Depa        |                 |             |          |      |             |       | of HEI/                 | lized as per             |     |        |                 |       |
|     | rt          |                 |             |          |      |             |       | Regulatory authority(if | territorial jurisdiction |     |        |                 |       |
|     | ment        |                 |             |          |      |             |       | required)               | */ Off                   |     |        |                 |       |
|     |             |                 |             |          |      |             |       |                         | Campus                   |     |        |                 |       |
|     | Departm     |                 | Sankeertana | 6 Months | 4    | SSC         | 3,000 | 04-05-2004              | 1                        | 0   | 17     | 0               | 17    |
| 2.  | ent of      | in              | Varnam      | 6 Months | 4    | SSC         | 3,000 | 04-05-2004              | 1                        | 0   | 9      | 0               | 9     |
| 3.  | Music,      | а               | Annamayya   | 6 Months | 4    | SSC         | 3,000 | 04-05-2004              | 1                        | 0   | 15     | 0               | 15    |
|     | Dance &     | Diplom<br>Music | Antaranga   |          |      |             |       |                         |                          |     |        |                 |       |
|     | Fine        | Diplon<br>Music | m           |          |      |             |       |                         |                          |     |        |                 |       |
| N.  | Arts        | I               |             |          |      |             |       |                         |                          |     |        |                 |       |
| N.  |             |                 |             |          |      |             |       |                         |                          |     |        |                 |       |

<sup>\*</sup>Not for Private University

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

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

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

| Sr.<br>No. | Post<br>Graduate<br>Diploma<br>Title | Duration<br>(years) | No. of<br>Credits | Admission<br>Eligibility | Fee<br>(Rs.) | UGC<br>Recognitio<br>n Letter<br>No. and | No. of Learner<br>Support Centre<br>Operationalized<br>as per territorial | (Ma | adm<br>le/Fen | of studen<br>itted<br>nale/Tran<br>der) |           |
|------------|--------------------------------------|---------------------|-------------------|--------------------------|--------------|--|---|-----|---------------|---|-----------|
|            |                                      |                     |                   |                          |              | date                                     | jurisdiction*/<br>Off Campus  | M   | F             | TG                                      | Tot<br>al |
| 1.         | Nil                                  |                     |                   |                          |              |  |   |     |               |   |           |
| N.         |                                      |                     |                   |                          |              |  |   |     |               |   |           |

<sup>\*</sup>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 <Month, Year>academic session: TO BE EXTRACTED FROM WEBPORTAL

| Sr. | Post     | Duration | No. of  | Admission   | Fee   | UGC        | No. of Learner     | Nu | mber o | f studen | ts  |
|-----|----------|----------|---------|-------------|-------|------------|--------------------|----|--------|----------|-----|
| No. | Graduate | (years)  | Credits | Eligibility | (Rs.) | Recognitio | Support Centre     |    | adm    | itted    |     |
|     | Diploma  |          |         |             |       | n Letter   | Operationalized    |    |        | nale/Tra | ns- |
|     | Title    |          |         |             |       | No. and    | as per territorial |    | gen    | der)     |     |
|     |          |          |         |             |       | date       | jurisdiction*/     | M  | F      | TG       | Tot |
|     |          |          |         |             |       |            | Off Campus         |    |        |          | al  |
|     |          |          |         |             |       |            |                    |    |        |          |     |
|     |          |          |         |             |       |            |                    |    |        |          |     |
| 1.  | Nil      |          |         |             |       |            |                    |    |        |          |     |
|     |          |          |         |             |       |            |                    |    |        |          |     |
| N.  |          |          |         |             |       |            |                    |    |        |          |     |
|     |          |          |         |             |       |            |                    |    |        |          |     |

<sup>\*</sup>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 July, 2023 academic session: TO BE EXTRACTED FROM WEBPORTAL

| Sr.<br>No. | Post-<br>graduate<br>Degree<br>Title | Duration<br>(years) | No. of Credits | AdmissionEligibility   | Fee<br>(Rs.) | UGC<br>RecognitionLetter No.<br>and date               | No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Of f Campus | М | st<br>ad<br>(Male<br>Trans | mber<br>udent<br>mitte<br>/Fem<br>s- gen<br>TG | s<br>d<br>ale/<br>der) |
|------------|--------------------------------------|---------------------|----------------|--|--------------|--|--|---|----------------------------|--|------------------------|
| 1.         | Master of Arts<br>(Music)            | 2 Years             | 80             | <ul> <li>Any Degree with Vocal Music or Vocal Music as one of the main subjects.</li> <li>Any Degree with diploma/certificate in Vocal Music.</li> <li>Any Degree with grading in Vocal conducted by Music Audition Board of All India Radio.</li> <li>Degree with Four year systematic training from Guru.</li> </ul> | 18000        | F.No. 1-2/2021(DEB-I),<br>10 <sup>th</sup> March, 2021 | Nil  | 0 | 60                         | 0  | 60                     |
| N.         |                                      |                     |                |  |              |  |  |   |                            |  |                        |

From January, 2024 calendar session: TO BE EXTRACTED FROM WEBPORTAL

| Sr.<br>No. | Post-<br>graduate<br>Degree<br>Title | Duration<br>(years) | No. of Credits | AdmissionEligibility  | Fee<br>(Rs.) | UGC<br>RecognitionLetter No.<br>and date               | No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Of f Campus |   | st<br>ad<br>(Male | mber oudents<br>mitted<br>e/Fem<br>s- geno<br>TG | s<br>d<br>ale/<br>der) |
|------------|--------------------------------------|---------------------|----------------|---|--------------|--|--|---|-------------------|--|------------------------|
|            | Master of Arts<br>(Music)            | 2 Years             | 80             | <ul> <li>Any Degree with Vocal Music or Vocal Music as one of the main subjects.</li> <li>Any Degree with diploma/ certificate in Vocal Music.</li> <li>Any Degree with grading in Vocal conducted by Music Audition Board of All India Radio.</li> <li>Degree with Four year systematic training from Guru.</li> </ul> | 18000        | F.No. 1-2/2021(DEB-I),<br>10 <sup>th</sup> March, 2021 | Nil  | 0 | 57                | 0  | 57                     |
| N.         |                                      |                     |                |   |              |  |  |   |                   |  |                        |

<sup>\*</sup>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:-

|           | 2.1 Action taken on the functions   | S OF CIQA:-  |                                |
|-----------|---|--|--------------------------------|
| S.<br>No. | Provisions in Regulations   | Details of Actiontaken by CIQA and Outcomethere of (Not more than 500 words)   | Upload<br>Relevant<br>Document |
| 1.        | Quality maintained in the services provided to the learners   | <ul> <li>Well established classrooms using help of Digital Technology through qualified and experienced teachers to provide the positive learning environment for learners.</li> <li>Good library, e-lab &amp; e-learning facility for reference purpose.</li> <li>Time to time academic instructions given to the learners.</li> <li>Curricular &amp; Co-curricular activities according to UGC (ODL regulations, 2017).</li> </ul>   |                                |
| 2.        | Self-evaluative and reflective<br>exercises undertaken for continual<br>quality improvement in all the<br>systems and processes of the<br>Higher Educational Institution                          | <ul> <li>Course orientation programmes</li> <li>Curricular assessment and follow-up activities</li> <li>Continuous monitoring by course coordinators</li> <li>Provision of Self Learning Material in Print and Audio mode.</li> </ul>  |                                |
| 3.        | Contribution in the identification of<br>the key areas in which Higher<br>Educational Institution should<br>maintain quality  | <ul> <li>religion, socio-economic conditions.</li> <li>Improving organizational skills of the faculty members</li> <li>Establishment of web based learning centres for active learning.</li> <li>Should maintain innovative research and noval methods to implement academic and administrative aspects.</li> <li>Inclusion of innovative research and noval methods in academic and administrative aspects.</li> <li>Introduction of new trends in evaluation process.</li> </ul> |                                |
| 4.        | Mechanism devised to ensure that<br>the quality of Open and Distance<br>Learning programmes matches with<br>the quality of relevant programmes<br>in conventional mode (For Dual<br>Mode<br>HEIs) | <ul> <li>Providing self-learning material in print, audio and face to face modes to satisfy different types of learning's.</li> <li>Ensuring effective training.</li> <li>Conducting workshops, audio visual techniques and teleconference programmes.</li> </ul>  |                                |

|     | I ID: HEI-U-0034 Name of HEI: Sri  | Padmavati Mahila Visvavidyalayam <b>Type of HEI:</b> State   |
|-----|--|--|
| 5.  | Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.   | Strictly followed UGC Guidelines with 80 percent of syllabus is followed as per the regular syllabus. 20 percent of practicum in all the developed programmes.   |
| 6.  | Measures suggested to the authorities of Higher Educational Institution for qualitative improvement  | Introduced semester system with CBCS.  |
| 7.  | Implementation of its recommendations through periodic reviews   | <ul> <li>Taken the approval of the syllabus by<br/>Advisory Committee and also standing<br/>committee for PG courses.</li> </ul>   |
| 8.  | Workshops/seminars/symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among allthe stakeholders in Higher Educational Institution.                          | <ul> <li>Conducted workshop on "Design and<br/>Development of Self Learning Material for<br/>Open and Distance and Online Learning"<br/>from 14-12-2023 to 16-12-2023 by Prof.<br/>CRK Murty, Professor of Distance Education,<br/>Former Director, STRIDE, IGNOU, New<br/>Delhi.</li> </ul> |
| 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   | During pandemic online classes were taken<br>by zoom, Microsoft teams to PG students.  |
| 10. | Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).   | Providing self learning material in print, audio & face to face modes to satisfy different types of learning, ensuring effective training.   |
| 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 programmes planned are as per the norms & guidelines of the UGC and the credit based system is introduced.   |
| 12. | Mechanism to ensure the proper implementation of Programme Project Reports   | <ul> <li>Stipulated timings are maintained for<br/>running the classes, stipulated exams<br/>schedule is framed &amp; implementing strict<br/>evaluation methods are followed.</li> </ul>  |
| 13. | Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.  | Feedback from students and undertake its analysis and collective action there off.   |

| 4.         | Inpute provided to the History   | The Departments of SPMVV are requested   |
|------------|--|--|
| 4.         | Inputs provided to the Higher Educational Institution for  | to frame courses to suit the job market.   |
|            | restructuring of programmes in   | • Every three (3) years the syllabus is  |
|            | order to make them relevant to the   | restructured by conducting BOS meeting   |
|            | job market.  | consstituing with external members,  |
|            |  | industry people and students to suit the job market.                                     |
| 15.        | Facilitated system based research  | Skill based courses along with practical   |
|            | on ways of creating learner centric<br>environment and to bring about<br>qualitative change in the entire<br>system. | sessions to bring the qualitative change and to enhance their skills in various subjects |
| 16.        | Steps taken as a nodal coordinating  | Introducing new courses oriented. Increase   |
|            | unit for seeking assessment and  | the admissions aspects conducting  |
|            | accreditation from a designated  | workshops/seminars/symposiums  |
|            | body for accreditation such as NAAC etc.   |  |
| 17.        | Measures adopted to ensure internalization and institutionalias-   | Regular yearly auditing is carried out by the institute                                  |
|            | tion of quality enhancement  | mstitute   |
|            | practices through periodic   |  |
|            | accreditation and audit  |  |
| 18.        | Steps taken to coordinate between  | The ODL is utilizing the technology to have  |
|            | Higher Educational Institution and   | regular interaction with the learners.   |
|            | the Commission for various quality   | <ul> <li>ODL have real time lectures, assignments,</li> </ul>                            |
|            | related initiatives or guidelines  | projects.  |
|            |  | The self-learning material in print and audio  |
|            |  | mode is more expressive.   |
|            |  | The ODL has identified learner support  control within the jurisdiction of the           |
|            |  | centres within the jurisdiction of the University to give learners real time classes.    |
|            |  | <ul> <li>ODL provides flexibility as students do not</li> </ul>                          |
|            |  | have to stick to any particular schedule.  |
|            |  | • The ODL is established semester pattern.   |
|            |  | The syllabus and question paper will be on   |
|            |  | par with conventional mode.  |
| 19.        | Information obtained from other  | Yes  |
|            | Higher Educational Institutions on   |  |
|            | various quality benchmarks or  |  |
| 20         | parameters and best practices.   | T. C. C. DDE COM   |
| 20.        | Recorded activities undertaken on  | Information on DDE activities are submitted  to the University Appeal report             |
|            | quality assurance in the form of an  | to the University Annual report.   |
|            | annual report of Centre for Internal Quality Assurance.  |  |
| 21.        | Submitted Annual Reports to the  | Yes  |
| <b>41.</b> | Statutory Authorities or Bodies of   | 103  |
|            | the Higher Educational Institution   |  |
|            | about its activities at the end of each  |  |
|            | academic session.  |  |

| HE  | I ID: HEI-U-0034 Name of HEI: Sri  | Padmavati Mahila Visvavidyalayam <b>Type of HEI:</b> State  |
|-----|--|---|
|     | (a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.                    | Yes   |
| 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 |   |
| 23. | Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes           | Adopted and developed systematic self<br>study material after approval from statutory<br>bodies and UGC,DEB.  |
| 24. | Promoted automation of learner support services of the Higher Educational Institution  | <ul><li>Yes</li><li>Course fee also automation by payment gateway</li></ul>   |
| 25. | Coordinated with external subject<br>experts or agencies or organisations<br>the activities pertaining to<br>validation and annual review of its<br>in-house processes                                       | Senior staff of our university are members<br>in Advisory Board and also some of the staff<br>are serving as guest faculty.   |
| 26. | Coordinated with third party auditing bodies for quality audit of programme(s)   | • Yes   |
| 27. | Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution   | • Yes   |
| 28. | Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein  | Further MOUs will be carried out schools, colleges for practical's to B.Ed students(As the CDOE is applying for B.Ed Programme for next academic session SLM is under preparation).   |
| 29. | Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.   | Yes     This course provides linkage to industry to many learners. It facilitate learners to gain knowledge and provides opportunities of employability. Most of the learners establish their own schools and some are appointed as academicians, researchers and in cine industry. |

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

| Sr.<br>No. | Provisions in Regulations          | Action taken inrespect of ODL                                      | Upload<br>relevant<br>document |
|------------|------------------------------------|--|--------------------------------|
| 1.         | Governance, Leadership and         |  |                                |
|            | Management:                        |  |                                |
|            | a. Organisation Structure and      | a. Appointment faculty   |                                |
|            | Governance                         | <ul><li>Director</li><li>Full time faculty as per norms.</li></ul> |                                |
|            | b. Management                      | b. Through standing committee meetings                             |                                |
|            | c. Strategic Planning              | c. Academic Scheduled  |                                |
|            | d. Operational Plan, Goals and     | d. PPR   |                                |
|            | Policies                           |  |                                |
| 2.         | Articulation of Higher Educational | To fulfill the Vision and Mission of DDE                           |                                |
|            | Institution Objectives             |  |                                |
| 3.         | Programme Development and          | a. According to NCTE norms approved                                |                                |
|            | Approval Processes                 | editors and writers list   |                                |
|            | a. Curriculum Planning, Design     | b. Academic Schedule   |                                |
|            | and Development                    | c. Academic flexibility is adapted as and                          |                                |
|            | b. Curriculum Implementation       | when necessary online, offline time                                |                                |
|            | c. Academic Flexibility            | table  |                                |
|            | d. Learning Resource               | d. SLM as per norms prepared and used                              |                                |
|            | e. Feedback System                 | in Distance Education.   |                                |
|            |                                    | e. Revision and re- design of Curriculum                           |                                |
|            |                                    | done on the basis of appropriateness in                            |                                |
|            |                                    | catering to the needs of the society                               |                                |
|            |                                    | economy and environment.   |                                |
| 4.         | Programme Monitoring and Review    | Observation during teaching practice                               |                                |
|            |                                    | Observe to study centers during                                    |                                |
|            |                                    | curriculum transactions and  |                                |
|            |                                    | examination to ensure quality and                                  |                                |
|            |                                    | learning out comes.  |                                |
| 5.         | Infrastructure Resources           | The infrastructure resources is                                    |                                |
|            |                                    | maintained and used as per norms for                               |                                |
|            |                                    | ODL  |                                |

| <b>HEI ID:</b> HEI-U-0034 | Name of HEI: Sri Padmavati Mahila Visvavidyalayam | Type of HEI: State |
|---------------------------|---|--------------------|
|---------------------------|---|--------------------|

| 6. | Learning Environment and Learner       | • | University is facilitating   |
|----|--|---|--|
|    | Support                                | • | Central ICT labs   |
|    |  | • | Central library with E-resources and   |
|    |  |   | distance education library is opened   |
|    |  |   | for the distance education for enriching   |
|    |  |   | learning out comes.  |
| 7. | Assessment and Evaluation              | • | Papers assessment and moderation system for assuring the learning outcomes of learners  Following proper assessment through term end examination, Practicum, activities, projects, assignments etc. as per NCTE norms.           |
| 8. | Teaching Quality and Staff Development | • | University encourages the faculty for professional development through orientation programmes FDP, Workshops.  The faculty are also motivated for publication of research findings and theoretical ideas on academic activities. |

### 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<br>relevant<br>document |
|--------|---|---|--------------------------------|
| 1.     | Academic Planning   | Following as per UGC Regulations, 2020    |                                |
| 2.     | Validation  | Following as per UGC<br>Regulations, 2020 |                                |
| 3.     | Monitoring, Evaluation and Enhancement Plans  a. Reports from Learner Support Centres (for Open and Distance Learning programmes)  b. Reports from Examination Centres  c. External Auditor or other External Agencies report  d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institutionlevels  e. Reporting and Analytics by the Higher Educational Institution | Following as per UGC Regulations, 2020    |                                |
|        | f. Periodic Review  |   |                                |

### Part - III: Human Resources and Infrastructural Requirements

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

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

Mention details such as Regular Employee, Designation, Qualification, Salary (Attach appointment letter and joining report)

Prof. M. Aruna, Director, M.Sc., Ph.D(Food & Nutrition) Rs.2,87,840/-

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

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

| Insert Box |  |  |
|------------|--|--|
|            |  |  |
|            |  |  |
|            |  |  |

| Programmes     | No. of Faculty | No. of Faculty   | Complied | If no. reason |
|----------------|----------------|------------------|----------|---------------|
| Name           | required       | appointed Yes/No |          | thereof       |
| UG             | -              | -                | -        | -             |
| PG – M.A Music | 2              | 2                | Yes      | -             |
| PGD            | -              | -                | -        | -             |

| <b>HEI ID:</b> HEI-U-0034 | Name of HEI: Sri Padmavati Mahila Visvavidyalayam | Type of HEI: State |
|---------------------------|---|--------------------|
|---------------------------|---|--------------------|

| S.<br>No. | Programme<br>Name | No. of Full<br>time- Dedicated<br>faculty for<br>ODL | Names                | Designati<br>on        | Qualificati<br>on                  | Experi   | Type<br>(Regular/ Contract)<br>with gross<br>salary/ month |                           | Date of joining progra mme and Joining report |               |
|-----------|-------------------|--|----------------------|------------------------|------------------------------------|----------|--|---------------------------|---|---------------|
|           |                   |  |                      |                        |                                    |          |  | Gross<br>salary/<br>month | Con<br>trac<br>t<br>peri<br>od                |               |
| 1.        | M.A<br>Music      | 2  | Dr. R.N.S.Saileswari | Professor              | M.A Music<br>(Vocal),<br>Ph.D, NET | 18 Years | Regulai  | Rs.1,43,600/-             | -   | Upload<br>pdf |
| 2.        |                   |  | Dr. U. Hima Bindu    | Assistant<br>Professor | M.P.A<br>(Dance),<br>M.Phil., Ph.D |          | Regular  | Rs.75,300/-               | -   |               |

#### 3.3 Details of Administrative staff

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

| Admin Staff         | Required (up to           | Available   |
|---------------------|---------------------------|-------------|
|                     | 5,000 students)           |             |
| Deputy Registrar    | 1                         | Available   |
| Assistant Registrar | 1                         | -           |
| Section Officer     | 1                         | Available   |
| Assistants          | 3 (2 for DM Universities) | 4 Available |
| Computer Operator   | 2                         | Available   |
| Multi-Tasking Staff | 2                         | Available   |

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

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

### **Part - IV: Examinations**

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

| S.No. | Provisions in Regulations                           | Whether complied Yes/No | If No,<br>Reason<br>thereof |
|-------|---|-------------------------|-----------------------------|
| 1.    | All processes of assessment of learners in          | Yes                     |                             |
|       | different components of Examination shall be        |                         |                             |
|       | directly handled by the concerned Institution       |                         |                             |
|       | and no part of the assessment shall be              |                         |                             |
|       | outsourced  |                         |                             |
| 2.    | For ensuring transparency and credibility, the      | Yes                     |                             |
|       | 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                   |                         |                             |
| 3.    | All Examinations for Open and Distance Learning     | Yes                     |                             |
|       | 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.                           |                         |                             |
| 4.    | The examination centre must be centrally located    | Yes                     |                             |
|       | in the city, with good connectivity from railway    |                         |                             |
|       | station or bus stand, for the                       |                         |                             |
|       | convenience of the students.                        |                         |                             |

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

### 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<br>Yes/No If Yes, Upload<br>relevant document | If No,<br>Reason<br>thereof |
|-------|---|--|-----------------------------|
| 1.    | The Higher Educational Institution shall    | Upload   |                             |
|       | adopt the guidelines issued by the          | guidelines   |                             |
|       | Commission for the conduct of proctored     |  |                             |
|       | examinations.                               |  |                             |
| 2.    | A Higher Educational Institution offering   | Upload   |                             |
|       | Open and Distance Learning Programmes       | mechanism  |                             |
|       | shall have a mechanism well in place for    |  |                             |
|       | evaluation of learners enrolled through     |  |                             |
|       | Open and Distance Learning mode and         |  |                             |
|       | their certification.                        |  |                             |
| 3.    | The evaluation shall include two types of   |  |                             |
|       | assessments continuous or formative         |  |                             |
|       | assessment and summative assessment in      |  |                             |
|       | the form of end semester examination or     |  |                             |
|       | term end examination:                       |  |                             |
|       | Provided that no semester or year-end       |  |                             |
|       | examination shall be held unless:           |  |                             |
|       | i) the Higher Educational Institution is    | Yes  |                             |
|       | satisfied that at least 75 per cent. of the |  |                             |
|       | programme of study stipulated for the       |  |                             |
|       | semester or year has been actually          |  |                             |
|       | conducted;                                  |  |                             |
|       | ii) For Open and Distance Learning mode:    | Yes  |                             |
|       | the learner has minimum attendance of       |  |                             |
|       | 75 per cent. in the programme specific      |  |                             |
|       | Personal Contact Programme (excluding       |  |                             |
|       | counselling) and lab component of each      |  |                             |

HEI ID: HEI-U-0034 Name of HEI: Sri Padmavati Mahila Visvavidyalayam Type of HEI: State

| S.No. | Provisions in Regulations   | Whether complied<br>Yes/No<br>If Yes, Upload<br>relevant document   | If No,<br>Reason<br>thereof |
|-------|---|---|-----------------------------|
|       | of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution   |   |                             |
| 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   |                             |
| 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.  | Upload samplequestion paper The assessment pattern is followed as per the conventional programme followed in the University. Continuous Assessment(20%) Cumulative Assessment (80%) |                             |
| 6.    | The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments   | Yes   |                             |

| S.No. | Provisions in Regulations  | Whether<br>complied<br>Yes/No<br>If Yes, Upload<br>relevant<br>document | If No,<br>Reason<br>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   | Upload sample   |                             |
| 8.    | A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner. | Upload Process  |                             |
| 9.    | The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.  (a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.                         | Upload list Yes   |                             |
|       | (b) Availability of biometric system   | No  |                             |

HEI ID: HEI-U-0034 Name of HEI: Sri Padmavati Mahila Visvavidyalayam Type of HEI: State

| S.No. | Provisions in Regulations                      | Whether<br>complied<br>Yes/No<br>If Yes, Upload<br>relevant<br>document | If No,<br>Reason<br>thereof |
|-------|--|---|-----------------------------|
|       | (c) The attendance of examinees shall be       | No  |                             |
|       | authenticated through biometric system         |   |                             |
|       | as per Aadhaar details or other                |   |                             |
|       | Government identifiers of Indian               |   |                             |
|       | learners                                       |   |                             |
|       | (d) In case of non-availability of the Closed- | Yes   |                             |
|       | 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               |   |                             |
| 11    | Institution                                    | W 1 10 1  |                             |
| 11.   | The Higher Educational Institution shall       |   |                             |
|       | retain all such Closed-Circuit Television      | and list  |                             |
|       | recordings in archives for a minimum           |   |                             |
|       | period of five years                           |   |                             |
| 12.   | (a) There shall be an observer for each of the | Upload details  |                             |
|       | Examination Centre appointed by the            | of Observer   |                             |
|       | Higher Educational Institution and             | assigned  |                             |
|       |  |   |                             |
|       | (b) It shall be mandatory to have observer     | Upload  |                             |
|       | report submitted to the Higher                 | Observer  |                             |
|       | Educational Institution                        | Report  |                             |
| 13.   | (a) All end semester examinations or term      | Yes   |                             |
|       | end examinations for programmes                |   |                             |
|       | offered through Open and Distance              |   |                             |
|       | Learning mode shall be conducted               |   |                             |

HEI ID: HEI-U-0034 Name of HEI: Sri Padmavati Mahila Visvavidyalayam Type of HEI: State

| S.No. | Provisions in Regulations   | Whether<br>complied<br>Yes/No<br>If Yes, Upload<br>relevant<br>document | If No,<br>Reason<br>thereof |
|-------|---|---|-----------------------------|
|       | through proctored examination (pen-   |   |                             |
|       | paper or online or computer basedtesting) within Territorial Jurisdiction, in the |   |                             |
|       | examination centre as mentioned in  |   |                             |
|       | these regulations.  |   |                             |
|       | (b) The Exams shall be under the direct   | Yes   |                             |
|       | control and responsibility of the Open and Distance Learning mode Institution     |   |                             |
| 14.   | The Examination Centre shall be located in  | Yes   |                             |
|       | Government Institutions like  |   |                             |
|       | KendriyaVidyalaya(s), NavodayaVidyalaya(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  |   |                             |
| 15.   | The Learner Support Centres, as defined in  | Yes   |                             |
|       | 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  |   |                             |

HEI ID: HEI-U-0034 Name of HEI: Sri Padmavati Mahila Visvavidyalayam Type of HEI: State

| S.No. | Provisions in Regulations  | Whether<br>complied<br>Yes/No<br>If Yes, Upload<br>relevant<br>document | If No,<br>Reason<br>thereof |
|-------|--|---|-----------------------------|
| 16.   | The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution  | Yes   |                             |
| 17.   | <ul> <li>(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 <ol> <li>i. Photograph</li> <li>ii. Aadhaar number or other government recognised identifier or Passport number, as applicable,</li> <li>iii. Other relevant details of the learner along with the Programme name.</li> </ol> </li> <li>(b) Each award shall also be uploaded on</li> </ul> | Upload<br>samples<br>Yes  |                             |
| 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 ofdelivery; (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                 | Upload<br>samples   |                             |

| S.No. | Provisions in Regulations | Whether<br>complied<br>Yes/No<br>If Yes, Upload<br>relevant<br>document | If No,<br>Reason<br>thereof |
|-------|---------------------------|---|-----------------------------|
| 1.    | All Examination Centres   | Yes   |                             |

### 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

| INSERT TEXT BOX |  |  |
|-----------------|--|--|
|                 |  |  |
|                 |  |  |

#### 4.4 Result and Student Progression

#### For UG, PG and PGD programmes

| Semester<br>beginning | Programme<br>name            | No. of students admitted | No. of<br>students<br>appeared in<br>exams | No. of<br>students<br>progressed<br>tonext year | % of<br>students<br>passed | % of students passed in first class |
|-----------------------|------------------------------|--------------------------|--|---|----------------------------|-------------------------------------|
| 2023-24 July          | Master of<br>Arts<br>(Music) | 60                       | 42   | 32  | 76.19%                     | 40.48%                              |
|                       | N.                           |                          |  |   |                            |                                     |
| 2023<br>January       | Master of<br>Arts<br>(Music) | 57                       | 51   | 57  | In Progress                |                                     |
|                       |                              |                          |  |   |                            |                                     |
|                       | N.                           |                          |  |   |                            |                                     |

### 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.

The Director, Directorate of Distance Education request the Board of Studies Chair Persons of the concerned Departments to give the programme project reports while introducing the programmes.

Upload samples and authority approval

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

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

The Director, Directorate of Distance Education issued the guidelines to the course writers for preparation of material.

Upload samples and authority approval

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

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

The Director, Directorate of Distance Education submitted the guidelines mentioned in the regulations, 2020 to follow the process to ensure the preparation of SLM.

**Upload samples** 

### 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 | S.   | Programmes | Centre        | No. o     | f No. of | Total no. of       | No. of   |
|---|------|------------|---------------|-----------|----------|--------------------|----------|
|   | No.  | name       | Name          | centres   | PCP held | students           | Students |
|   | 110. | name       | ranic         |           |          |                    |          |
|   |      |            |               | conducted |          | registered in      | Attended |
|   |      |            |               | PCP       | year     | the programme      | on an    |
|   |      |            |               |           |          |                    | average  |
|   |      |            |               |           |          |                    | basis    |
|   |      |            |               |           |          |                    |          |
| Ī |      | UG         | -             | -         | -        | -                  | -        |
|   |      |            |               |           |          |                    |          |
| ľ |      | PG         | Durgabai      | 1         | 2        | July, 2023 - 33    | ALL      |
|   |      |            | Deshmukh      |           |          | January, 2024 - 43 |          |
|   |      |            | Mahila        |           |          |                    |          |
|   |      |            | Sabha(Andhra  |           |          |                    |          |
|   |      |            | Mahila Sabha) |           |          |                    |          |
|   |      |            | College of    |           |          |                    |          |
|   |      |            | Fine Arts &   |           |          |                    |          |
|   |      |            | Media         |           |          |                    |          |
|   |      |            | Education,    |           |          |                    |          |
|   |      |            | Hyderabad     |           |          |                    |          |
| l |      | PGD        | -             | -         | -        | -                  | -        |
|   |      |            |               |           |          |                    |          |
| L |      |            |               |           | 1        |                    |          |

### 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 term s 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.

| INSERT TEXT BOX |  |  |  |
|-----------------|--|--|--|
|                 |  |  |  |
|                 |  |  |  |
|                 |  |  |  |

#### 6.3 LSC wise enrollment details (Not for Private University)

| Sr. | College/<br>institute<br>where LSCis  | This LSC is LSC of how many HEIs? (No. and Names) | If yes,All<br>the HEIs<br>in same<br>State as<br>that of<br>the LSC? | HEI to<br>which<br>College/<br>institute is | Whether the<br>College/<br>institute is<br>private or<br>Govt(where<br>LSC is<br>established) | Name and<br>Contact<br>Details of<br>Coordinato<br>r and<br>Counselor | Qualification<br>of<br>Coordinator<br>and<br>Counselor | No. of<br>Counsellors | Program-<br>mes<br>offered | Total<br>Enrolled<br>student. |
|-----|---|---|--|---|---|---|--|-----------------------|----------------------------|-------------------------------|
| 111 | Durgabai Deshmukh Mahila Sabha(Andhra Mahila Sabha)College of Fine Arts & Media Education, OU Campus, Hyderabad-500 | No  |  | ,   | Government  | Smt. M.Usha<br>Jyothirmani  | M.A Music  | 3                     | 4                          | 96                            |

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 | If Yes, then years | No. of years | 7 years condition |
|-------------------------|--------------------|--------------|-------------------|
| same programme under    | since when being   |              | complied          |
| conventional mode       | taught in          |              | Yes/No            |
|                         | conventional mode  |              |                   |
| Nil                     |                    |              |                   |

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

| Sr.<br>No. | Name &<br>Address of Off<br>campus (Pin<br>Code) | Govt of India<br>through<br>notification<br>published in<br>the Official | Details of<br>Coordinator<br>and | Coordinator | Counsellors | Program-<br>mes<br>offered | Total<br>Enrolled<br>student. |
|------------|--|--|----------------------------------|-------------|-------------|----------------------------|-------------------------------|
| 1.         | _  |  |                                  |             |             |                            |                               |
| N.         |  |  |                                  |             |             |                            |                               |

### 6.5 Delivery of Self-Learning Material

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

| Type              | Date of Admission     | Date of delivery | Whether SLM        |
|-------------------|-----------------------|------------------|--------------------|
|                   | (for July and         | SLM              | delivered to       |
|                   | January)              |                  | learners within a  |
|                   |                       |                  | fortnight from the |
|                   |                       |                  | date of            |
|                   |                       |                  | admission          |
| Printing Material | 01-07-2023 and        | 07-07-2023 and   | yes                |
|                   | 01-01-2024            | 29-01-2024       |                    |
| Audio-Video       | 01-07-2023 and        | 07-07-2023 and   | yes                |
| Material          | 01-01-2024            | 29-01-2024       |                    |
| Online Material   | 01-07-2023 and        | 07-07-2023 and   | yes                |
|                   | 01-01-2024            | 29-01-2024       |                    |
| Compute based     | 01-07-2023 and 01-01- | 07-07-2023 and   | yes                |
| Material          | 2024                  | 29-01-2024       |                    |

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

a. Provide details as under:

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

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

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

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

| S.No. | Provision                                     | Complied Yes/No with explicit link address | If no.<br>Reasons,<br>thereof |
|-------|---|--|-------------------------------|
| 1.    | Joint declaration by authorised signatories,  | Yes  |                               |
|       | 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?                  |  |                               |
|       | Uploading of the following on HEI website     | (Mention link)                             |                               |
| 2.    | The establishing Act and Statutes there       | Yes  |                               |
|       | 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                                 |  |                               |
| 3.    | Copies of the letters of recognition from     | Yes  |                               |
|       | Commission and other relevant statutory or    |  |                               |
|       | regulatory authorities                        |  |                               |
| 4.    | Programme details including brochures or      | Yes  |                               |
|       | programme guides inter alia information such  |  |                               |
|       | as name of the programme, duration,           |  |                               |
|       | eligibility for enrolment, programme fee,     |  |                               |
|       | programme structure                           |  |                               |
| 5.    | Programme-wise information on syllabus,       | Yes  |                               |

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|     | 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 Leaning mode), their working  |     |
|     | hours and counselling (for Open and  |     |
|     | Distance Learning mode) Schedule;  |     |
| 6.  | Important schedules or date-sheets for   | Yes |
|     | admissions, registration, re-registration,   |     |
|     | counselling/mentoring, assignments and   |     |
|     | feedback thereon, examinations, result   |     |
|     | declarations etc.  |     |
|     |  |     |
| 7.  | The feedback mechanism on design,  | Yes |
|     | 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  |     |
| 8.  | Information regarding all the  | Yes |
|     | programmes recognised by the Commission  |     |
| 9.  | Data of year-wise and programme-wise   | Yes |
|     | learner enrolment details in respect of degrees  |     |
|     | and/or post graduate diplomas awarded  |     |
| 10. | Complete information about 'Self Learning  | Yes |
|     | Material' including name of the faculty who prepared it, when was it prepared and last |     |
|     | updated for Open and Distance Learning   |     |
|     | Programmes;  |     |

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|---------------------------|---|--------------------|

| 11. | A compilation of questions and answers under Yes   |
|-----|--|
|     | the head 'Frequently Asked Questions' with         |
|     | the facility of online interaction with learners   |
|     | providing hyperlink support for Open and           |
|     | Distance Learning Programmes                       |
| 12. | List of the 'Learner Support Centres' along No     |
|     | 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                       |
| 13. | List of the 'Examination Centres' along withthe No |
|     | number of learners in each centre, for Open        |
|     | and Distance Learning programmes                   |
| 4.4 |  |
| 14. | Details of proctored examination in case of Yes    |
|     | end semester examination or term end               |
|     | examination of Open and Distance Learning          |
|     | programmes   |
| 15. | Academic Calendar mentioning period of the Yes     |
|     | admission process along with the academic          |
|     | session, dates of continuous and end               |
|     | semester examinations or term end                  |
|     | examinations, etc                                  |
| 16. | Reports of the third party academic audit to Yes   |
|     | be undertaken every five years and internal        |
|     | academic audit every year by Centre for            |
|     | Internal Quality Assurance                         |
|     |  |

### 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              | Yes           |
|       | 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:  |               |
| 2.    | Enrolment of learners to the Higher Educational          | Yes           |
|       | 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  |               |
| 3.    | A Higher Educational Institution shall, for admission    | Yes           |
|       | in respect of any programme in Open and Distance         |               |
|       | Learning mode, accept payment towards admission fee      |               |
|       | and other fees and charges-                              |               |
|       | (a) as may be fixed by it and declared by it in the      |               |
|       | prospectus for admission, and on the website of the      |               |
|       | Higher Educational Institutions;                         |               |
|       | (b) with a proper receipt in writing issued for such     |               |
|       | payment to the concerned learner admitted in such        |               |
|       | Higher Educational Institutions;                         |               |
|       | (c) only by way of online transfer, bank draft or pay    |               |
|       | order directly in favour of the Higher Educational       |               |
|       | Institution.   |               |

|    |   | J F |
|----|---|-----|
| 4. | It shall be mandatory for the Higher Educational          | Yes |
|    | Institution to upload the details of all kind of payment  |     |
|    | or fee paid by the learners on the website of the         |     |
|    | Higher Educational Institution.                           |     |
| 5. | The fee waiver and/or scholarship schemes for             | No  |
|    | Scheduled Caste, Scheduled Tribe, Persons with            |     |
|    | Disabilities category of learners and students from       |     |
|    | deprived section of society shall be in accordance with   |     |
|    | the instructions or orders issued by Central              |     |
|    | Government or State Government:                           |     |
|    | Provided that a Higher Educational Institution shall      |     |
|    | not engage in commercialisation of education in any       |     |
|    | manner whatsoever, ands hall provide for equity and       |     |
|    | access to all deserving learners                          |     |
| 6. | Admission of learners to a Higher Educational Institution | Yes |
|    | 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:   |     |
|    | 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–               | Yes |
|    | (a) record Aadhaar details or other Government            |     |
|    | identifier(s) of Indian learner and Passport for an       |     |
|    |   | I   |

Name of HEI: Sri Padmavati Mahila Visvavidyalayam

**HEI ID:** HEI-U-0034

Type of HEI: State

|        | 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;   |                    |
|        | minimum period of five years,   |                    |
|        | (c) exhibit such records as permissible under law on  |                    |
|        | its website; and  |                    |
|        | (d) be liable to produce such record, whenever called   |                    |
|        | upon to do so by any statutory authority of the   |                    |
|        | Government under any law for the time being in force.   |                    |
| 8.     | Every Higher Educational Institution shall publish, pr  | ior to the date of |
|        | commencement of admission to any of its program   | me in Open and     |
|        | Distance Learning mode, a prospectus (print and in e-   | form) containing   |
|        | the following for the purposes of informing those per   | sons intending to  |
|        | seek admission to such Higher Educational Institution   | s and the general  |
|        | public, namely, as mentioned at sr. no. '8(a)' to '8(k)' be                                   | elow               |
| 8. (a) | Each component of the fee, deposits and other   | Yes                |
|        | 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  |                    |
| 8. (b) | The percentage of tuition fee and other charges   | Yes                |
|        | 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  |                    |
| 8. (c) | The number of seats approved in respect of each   | Yes                |
|        | programme of Open and Distance Learning mode, which shall be in consonance with the resources |                    |

| <b>HEI ID:</b> HEI-U-0034 | Name of HEI: Sri Padmavati Mahila Visvavidyalayam      | Type of HEI: State |
|---------------------------|--|--------------------|
| 11D1 1D: 11D1 0 0034      | Traine of their off radinavati Mainia Visvaviayanayani | Type of Hill State |

| 8. (d) | the conditions of eligibility including the minimum age  | Yes |
|--------|--|-----|
| 0. (4) | of a learner in a particular programme of study, where   |     |
|        |  |     |
| 0.()   | so specified by the Higher Educational Institution       | *** |
| 8. (e) | The minimum educational qualifications required for      | Yes |
|        | 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                     |     |
| 8. (f) | The process of admission and selection of eligible       | Yes |
|        | 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                              |     |
|        |  |     |
| 8. (g) | Details of the teaching faculty, including therein the   | Yes |
|        | 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             |     |
| 8. (h) | Pay and other emoluments payable for each categoryof     | Yes |
|        | teachers and other employees                             |     |
|        |  |     |
| 8. (i) | Information in regard to physical and academic           | Yes |
|        | 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                                  |     |
|        |  |     |

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

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|---------------------------|--|--------------------|
|                           | purpose of seeking admission in such HigherEducational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any feeor fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution  |                    |
| 13.                       | In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution  | Yes                |
| 14.                       | 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 | Yes                |

Educational Institution, or person authorised to issue

the Higher Educational Institution knows to be false

or not based on facts or to be misleading

such advertisement on behalf of

| <b>HEI ID:</b> HEI-U-0034 <b>Name of HEI:</b> Sri Padmavati Mahila Visvavidyalayam | Type of HEI: State |
|--|--------------------|
|--|--------------------|

### 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.

Grievance committee is constituted for the University will also takeup the DDE student issues.

#### 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.

| Feedback forms |  |  |  |
|----------------|--|--|--|
|                |  |  |  |
|                |  |  |  |

#### 9.4 Details of Complaints received from UGC (DEB)

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

### Part - X: Innovative and Best Practices

#### 10.1 Innovations introduced during academic year

- 1. Real time experience at school. 2. Panel discussion with center co-ordinator.
  - 3. Introducing online tools and resources to enhance classroom based education.
  - 4. Teaching online through online media tools. 5. Introduced lecture material and PPT

#### 10.2 Best Practices of the HEI

|   | <ol> <li>Monitor the classes through online tools like whatsapp. 2. Surprise inspections during examinations. 3. Telephone counseling with individual candidate at each centre.</li> <li>Allotting exam observers as well as surprise visits during examination.</li> </ol> |
|---|---|
| 1 | Details of Job Fairs conducted by the HEI   |
|   | Nil   |
|   |   |
| • | Success Stories of students of ODL mode of the HEI  |
| t | Students of M.A Music are getting opportunities like Musicians and Vocal artists<br>the different institutions and Annamacharya Projects in Tirumala Tirupati<br>Devasthanams.  |
|   | nitiatives taken towards conversion of SLM into Regional Languages  |
| 1 | Nil   |
|   |   |
|   |   |
| ľ | Number of students placed through Campus Placements   |
|   | Number of students placed through Campus Placements   |
|   |   |
| 1 |   |
| 1 | Nil   |
| 1 | Nil  Details of Alumni Cell and its activity  |
|   | Nil  Details of Alumni Cell and its activity  |

HEI ID: HEI-U-0034

Name of HEI: Sri Padmavati Mahila Visvavidyalayam

Type of HEI: State

#### 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.

Name: Prof. M. Aruna

Name: Prof. N. Rajani

DIRECTOR

Centre for Distance and Online Education Seal: Sri Padmavati Mahila Visva Vidyalaya (Women's Univesity)

¥IRUPATI-517 502 (A.P.)

REGISTRAR Seal: SRIPADMAVATHIMAHILAVISVAVIDYALAYAN (WOMEN'S UNIVERSITY)

TIRUPATI-517 502 (A.P.)

Date: 24/8/2014

Date: 24/8/2024

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