HEI ID: HEI-U-0436   **Name of HEI: Amrita Vishwa Vidyapeetham**
Type of HEI: Deemed to be University

Annual Report
OF
CENTRE FOR INTERNAL QUALITY ASSURANCE
(CIQA)

PROGRAMMES UNDER
ONLINE MODE
2024-25

CONTENTS

Part – I: General Information

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

14th August 2025 AICTE EoA

1.2 Details of Director, CIQA

Name :   Dr. Krishnashree Achuthan

Qualification: PhD

Appointment Letter and Joining Report: Director, CIQA Appointment Letter

1.3 Details of CIQA Committee:

a. Composition as per Regulations

S.No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Dr. Venkat Rangan	Vice Chancellor	1-Jun-21
b.	Three Senior teachers of HEI	Member 1	Dr. Raghu Raman	Dean, School of Business (Amritapuri, Amaravati & Kochi)	1-Jun-21
		Member 2	Dr. Krishnakumar	Dean & HoS - Schools of Arts, Humanities, & Commerce, Kochi	1-Jun-21
		Member 3	Dr. Sethumadhavan	Head – Cyber Security, TIFAC CORE in Cyber Security, Coimbatore	1-Jun-21

c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. Dayana Das Dr. Prema Nedungadi	Vice Principal, School of Arts, Humanities and Commerce, Amritapuri Associate Dean, School of Computing, Amritapuri	1-Jun-21
d.	Two External Experts of ODL and/or Online Education	Member 5	Dr. Shriram Vasudevan	Lead Technical Specialist (GenAI and AI), Asia PAC and Japan, Intel corporation	1-Jun-21
		Member 6	Dr. Jayaraman Krishnaswamy	Consultant/Visiting Professor, Alliance School of Business	1-Jun-21
e.	Officials from departments of HEI - Administration & Finance	Member 7 Administration	Dr. Sasangan Ramanathan	Deputy Registrar, Amrita Online	1-Jun-21
		Member 8 Finance	Mr. Shivakumar	Head, Finance & Accounts	1-Jun-21
f.	Director, CIQA	Member Secretary	Dr. Krishnashree	Director, CIQA	1-Jun-21

b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)
If No, reason thereof

1.4 Number of meetings held and its approval:

a. No. of meetings held every year:

b. Meeting details:

Meetings	Date-Month Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting #14	24-Sep-24	2	CIQA 14th Meeting	
Meeting #15	17-Dec-24	2	CIQA 15th Meeting	
Meeting #16	18-Mar-25	2	CIQA 16th Meeting	
Meeting #17	17-Jun-25	2	CIQA 17th Meeting	

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

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans gender)			
							M	F	TG	Total
1	BBA	3	120	PLUS 2	25,000	F.No. Southern/1-43655461262/2024/EOA/Corrigendum-1	153	54	0	207
2	BCA	3	120	PLUS 2	25,000	F.No. Southern/1-43655461262/2024/EOA/Corrigendum-1	215	67	0	282
3	BCOM	3	121	PLUS 2	20,000	F.No. 2-1/2024(DEB-II)	109	99	0	208

Note: Mention details separately for July, 2024 academic session, as applicable, as above

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

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans gender)			
							M	F	TG	Total
1	MBA	2	80	UG	55,000	F.No. Southern/1-43655461262/2024/EOA/Corrigendum-1	924	619	0	1543
2	MCA	2	80	UG	35,000	F.No. Southern/1-43655461262/2024/EOA/Corrigendum-1	256	130	0	386
3	MCOM	2	70	UG	22,500	F.No. 2-1/2024(DEB-II)	28	33	0	61

Note: Mention details separately for July, 2024 academic session, as applicable, as above

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

2.1 Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1	Quality maintained in the services provided to the learners	In consultation with leading experts from each academic discipline, the syllabus and supporting learning materials are systematically designed to ensure rigor, relevance, and alignment with industry and societal needs. To keep students abreast of emerging trends and technologies, regular webinars and interactive sessions are organized, providing exposure to diverse contemporary themes. A comprehensive quality assurance framework has been instituted to monitor both academic and administrative processes. Dedicated divisions have been established to oversee critical functions such as Online Admissions, Student Support Services, Academic Standards, Teaching–Learning Quality, Research, and Evaluation. Students are provided with best-in-class resources curated by distinguished faculty and industry leaders, delivered through videos, case studies, and project-based learning. The curriculum is continually updated with current data and insights from academia and industry, ensuring relevance and depth. Student performance is assessed holistically through assignments, quizzes, and end-semester examinations,	[2.1.1](#)

| 2 | Self-evaluative and reflective exercises undertakenfor continual quality improvement in all the systems and processes of the Higher Educational Institution | Amrita Online employs a comprehensive system of continuous assessment to enhance student learning and engagement. A variety of academic instruments—weekly assignments, quizzes, seminar presentations, soft skills evaluations, aptitude and quantitative tests, breakout group discussions, peer reviews, and end-semester proctored examinations—are systematically integrated into each program. For every course, multiple-choice quizzes are uploaded weekly over a 15-week period, complemented by practice problems for application-based subjects such as Accounts and Statistics. Weekly question sets are published on the Learning Management System (LMS) to encourage active participation and constructive discussions in academic forums.

Feedback is continuously gathered through class committees and stakeholder consultations in both academic and administrative domains. These insights form the basis for structured action plans, thereby fostering a robust cycle of measurement, feedback, and rectification. This iterative process ensures sustained improvement in the quality of teaching, learning, and overall student experience. | 2.1.2 |

| 3 | Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality | Amrita Online demonstrates its commitment to continuous improvement through rigorous accreditation processes, which drive regular revisions of curricula, teaching practices, tools, and systems. With digital transformation reshaping higher education, our platforms, faculty, and resources are constantly updated to meet the expectations of today's learners and society.

All initiatives are carefully planned in alignment with the University's vision and mission, with a strong focus on enhancing both academic and administrative processes. The learner experience remains central—spanning academic quality, employability prospects, student motivation, and comprehensive support services from entry to graduation.

Teaching–learning activities are continuously monitored, including course design, development of self-learning materials, and systematic updates of programs. New courses are also introduced in line with UGC Online Regulations, ensuring relevance, compliance, and academic excellence | 2.1.3 |

| 4 | Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs) | Amrita Online ensures parity between online and offline programs by mapping digital curricula with on-campus standards and adopting learner-centric delivery methods. A structured mechanism has been introduced to encourage consistent student engagement with the Learning Management System, requiring a minimum of two hours of activity every fortnight.

Quality oversight is exercised through the CIQA and the Governing Body, which regularly review implementation reports and conduct open interface meetings with stakeholders. Constructive participation from faculty, administrators, and students is actively encouraged to strengthen institutional processes.

Student feedback is systematically collected, anonymized, and shared in aggregate form through Student Satisfaction Survey reports, made available via email and the University website. This integrated framework ensures transparency, accountability, and continuous quality enhancement in both academic and administrative domains. | 2.1.4 |

5	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement	We follow a multi-layered feedback mechanism to continuously monitor and enhance the quality of teaching–learning. Structured online feedback is collected from students each semester, complemented by Course Outcome (CO) and Program Outcome (PO) attainment analysis. Monthly class committee meetings held via Microsoft Teams provide an additional channel for oral feedback through class representatives. Informal but valuable inputs are also gathered through social media platforms, student groups, and live interface sessions with faculty and administrators. This comprehensive feedback ecosystem ensures that student perspectives are captured through both formal and informal means, enabling timely interventions and continuous academic improvement.	2.1.5
6	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Amrita Online places strong emphasis on continuous quality improvement across all systems, processes, and services. Regular meetings are convened with Heads of Departments and Program Leaders to review academic and administrative practices. These interactions serve as structured forums to share information, expertise, and best practices while addressing challenges collaboratively. Strategies for quality assurance and enhancement are openly debated, ensuring inclusivity and collective decision-making. This systematic approach fosters accountability, encourages innovation, and ensures that quality benchmarks are consistently achieved and improved upon."	
7	Implementation of its recommendations through periodic reviews	A Core Committee is constituted by CIQA to provide support in advising and monitoring the quality assurance aspects of the University. The Core Committee meets at regular intervals throughout the year.	

8	Workshops/ seminars/ symposium organizedon quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	Through CIQA Committee guidance,we organiz periodic seminars and workshops to strengthen social values and ethical orientation among both faculty and students. In addition, structured training programs on research methodology and innovative pedagogical practices are conducted on a regular basis. These initiatives provide opportunities for faculty to upgrade their academic and research competencies, while also exposing learners to advanced methods of inquiry and critical thinking. The focus remains on integrating social responsibility with academic excellence. By fostering a culture of continuous learning, innovation, and value-based education, the University ensures holistic development of its stakeholders.	2.1.8
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	Amrita Online ensures that efficient practices are systematically shared across all programs to promote consistency and excellence. Student issues relating to academics and administration are addressed through structured class committee meetings as well as a dedicated student ticketing system.	2.1.9

10	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Amrita Online follows a structured feedback mechanism to ensure academic quality and student satisfaction. Periodic surveys and polls are conducted by student advisors to assess the effectiveness of study materials, live classes, faculty delivery, and overall learning experience. The Centre for Internal Quality Assurance (CIQA) plays a central role in promoting and sustaining quality by developing benchmarks, parameters, and best practices in academic and administrative domains. CIQA also coordinates with apex bodies for program recognition and regulatory compliance. Regular orientation and capacity-building programs are conducted for faculty and staff, supplemented by seminars, webinars, and workshops on quality standards and emerging trends in online education. These measures collectively strengthen quality assurance and foster a culture of continuous improvement.	2.1.10
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 programm	Amrita Online strictly adheres to prescribed norms and guidelines in preparing the Program Project Report (PPR). Curricula are developed in line with regulatory requirements, reviewed by the Board of Studies, and continuously updated by the departments to maintain relevance and quality. Before the launch of any new program, a detailed PPR is prepared and approved by the University's statutory bodies. The PPR comprehensively outlines program objectives and outcomes, target learner groups, skill acquisition goals, curriculum design and development, cost estimates, and norms for admission, delivery, and evaluation. This structured approach ensures regulatory compliance, academic rigor, and alignment of every program with both quality assurance parameters and learner needs	2.1.11

| 12 | Mechanism to ensure the proper implementation of Programme Project Reports | Amrita Online follows a rigorous monitoring and evaluation framework to ensure that program objectives are consistently achieved and implementation remains on track. All stakeholders—including faculty, staff, partners, and learners—are actively engaged in the process to align programs with institutional goals and learner needs.

Capacity-building initiatives such as advisor training sessions are regularly conducted to strengthen the skills of academic and administrative staff, thereby enhancing overall program delivery. Knowledge management practices are institutionalized to capture learnings, best practices, and innovations for continuous improvement.

Program proposals are developed through detailed need assessments and analyzed by the Board of Studies (BOS) and Academic Council (AC) to ensure compliance with regulatory norms and alignment with the University's mission. The PPR process defines learning outcomes, skill development goals, and employability benchmarks, while curricula are designed, developed, and delivered with inputs from subject experts. This systematic approach ensures quality assurance, regulatory compliance, and academic excellence in every program | 2.1.12 |

13	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Amrita Online conducts weekly review meetings to ensure smooth process flow and to address all concerns in a timely manner. Annual program plans are systematically documented, enabling continuous review of performance metrics, benchmarking, and identification of areas for improvement. Standardized templates are used across departments to ensure uniformity and transparency in reporting. An Annual Report is prepared each year by consolidating inputs from all departments, capturing academic, administrative, and developmental activities. This report undergoes a rigorous review process and is formally approved by the Board of Management, ensuring compliance with statutory requirements. Periodic departmental reviews further strengthen this cycle, with feedback and recommendations incorporated into subsequent reports, thereby ensuring accountability, quality assurance, and continuous institutional improvement.	2.1.13
14	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Amrita Online is committed to delivering quality education that ensures the holistic development of students while meeting the dynamic needs of industry, business, and society. Periodic reviews are conducted for all programs, including online offerings, to ensure adherence to institutional quality parameters and regulatory compliance. Curricula are continuously updated with industry-relevant electives and aligned with emerging trends to maintain academic rigor and employability focus. Interactive sessions with industry leaders, webinars, and symposiums provide students with practical insights into contemporary practices. In addition, soft skills training, interview preparation sessions, and other career-oriented initiatives are regularly conducted to enhance student competencies. This integrated approach reflects the University's commitment to quality assurance, curriculum relevance, and continuous improvement in line with UGC/AICTE guidelines.	2.1.14

| 15 | Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system. | Amrita Online has established a dedicated Student Support Department to ensure a learner-centric environment and bring qualitative improvements across academic and administrative systems. The Learning Management System (LMS) serves as a central platform that is both user-friendly and learner-focused, enabling continuous engagement.

Teaching–learning strategies are designed to promote student autonomy, critical thinking, and collaboration through open-ended questioning, explicit instruction, group projects, and reflective practices. Self-paced assignments and project-based learning further support individualized progress and skill development.

Interactive discussion forums within the LMS stimulate higher-order thinking by encouraging students to apply concepts learned through lecture videos. These initiatives collectively ensure compliance with quality standards, promote active learning, and strengthen the University's commitment to student-centered education. | [2.1.15](#) |
| 16 | Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc. | The Centre for Internal Quality Assurance (CIQA) functions as the nodal coordinating unit of the University for all matters relating to assessment and accreditation with statutory bodies such as NAAC. It works in close collaboration with the IQAC to strengthen institutional processes and ensure compliance with prescribed quality benchmarks.

CIQA provides guidance and support to all departments on governance, leadership, and management practices, while also overseeing program development, approval, monitoring, and review. It plays a central role in aligning academic and administrative processes with accreditation standards.

Additionally, CIQA ensures that infrastructure, assessment methods, teaching quality, and staff development are continuously evaluated and improved. Through this structured approach, the University maintains accountability, quality assurance, and readiness for accreditation. | |

| 17 | Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit | Amrita Online has instituted robust quality enhancement practices through its Centre for Internal Quality Assurance (CIQA), in alignment with the guidelines of NAAC and UGC. CIQA is entrusted with the responsibility of generating, promoting, and institutionalizing quality assurance mechanisms across academic and administrative domains.

As quality enhancement is a continuous process, CIQA forms an integral part of the institutional system, ensuring clarity of purpose, coordination of initiatives, and internalization of a quality-driven culture. It acts as a facilitative and participative body, engaging all stakeholders in sustaining and improving standards.

The Centre contributes to informed decision-making, documentation, and internal communication while also serving as a dynamic system for quality innovation. Through these initiatives, the University ensures compliance, accountability, and continuous institutional improvement. | |

18	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The Centre for Internal Quality Assurance (CIQA) provides structured guidelines to all Amrita Online departments/programs, which are implemented and reported back for review and monitoring. Regular communication is maintained with regulatory bodies to ensure compliance, promote quality-enhancing initiatives, and align institutional practices with national standards. In accordance with UGC (OL) Regulations, CIQA has constituted a Committee chaired by the Vice Chancellor to provide strategic guidance on quality-related activities. Program Project Reports (PPRs) are developed in conformity with UGC structures and formally approved by CIQA before implementation. Staff recruitment is carried out strictly as per UGC guidelines, while course materials are prepared in alignment with approved curricula. e-Learning resources are standardized on the credit system in full compliance with UGC regulations, ensuring academic rigor, regulatory adherence, and sustained quality assurance.	
19	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Amrita Online has adopted several best practices from leading Higher Educational Institutions to enhance student learning and academic flexibility. A key initiative is allowing students to learn at their own pace by providing options such as batch switch, course drop, or program switch to accommodate valid academic or personal needs. To strengthen academic delivery, the University has introduced quality benchmarks and technology-driven tools, including a faculty e-handbook for effective information management and dissemination. Specific guidelines have been framed to ensure efficiency in live sessions, examination patterns, and the quality of audio–video learning resources. These measures ensure a learner-centric environment, robust curriculum delivery, and sustained academic excellence in line with UGC quality standards.	

20	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Yes The CIQA committee of the HEI meets at least once a semester and planning to meet once a quarter from next academic year. The quorum for the meeting comprises of two-third of the total number of members with mandatory presence of one external expert. The agenda, minutes and Action Taken Reports are documented.	
21	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	YES Submitted Annual Reports to the HEI management at the end of each academic session.	
	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	YES Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	
22	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	The Department plays a pivotal role in overseeing the functioning of the Centre for Internal Quality Assurance (CIQA) and formally approves its reports on the effectiveness of institutional quality systems and processes. In alignment with statutory body guidelines, we ensure the adoption of instructional design requirements tailored to the philosophy of online and blended learning across academic programs. The Department also facilitates the automation of learner support services, thereby enhancing accessibility, efficiency, and responsiveness. Through these measures, the University ensures continuous quality assurance, compliance with regulatory norms, and a learner-centric environment that reflects best practices in higher education delivery.	

| 23 | Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programme | Amrita Online has adopted the regulatory guidelines that define minimum norms and standards for programmes, curricula, admissions, instructional facilities, faculty qualifications, and assessment in Open, Distance, and Online Learning modes. Each academic program undergoes structured curriculum mapping to ensure alignment of design requirements with clearly defined learning objectives and outcomes. Appropriate pedagogical approaches, including collaborative and problem-solving-based methods, are integrated to strengthen student engagement and knowledge application.

Technology-enabled learning is supported through robust Learning Management Systems, online assessment tools, and video-conferencing platforms, ensuring effective communication, interaction, and content delivery. A comprehensive assessment and evaluation mechanism, including outcome-based course mapping, is implemented to monitor academic effectiveness and ensure continuous quality improvement. These measures reflect our strong commitment to compliance, quality assurance, and learner-centric education in line with UGC standards. | 2.1.23 |

24	Promoted automation of support services of the learner Higher Educational Institution	Amrita Online ensures a robust learner support system through multiple channels of communication, including the Learning Management System (LMS), email, and direct access to Batch Advisors and Course Coordinators. Continuous interaction between faculty and learners enables timely redressal of academic and administrative concerns, fostering a learner-centric environment. The CIQA plays a pivotal role in strengthening and automating learner support services to enhance efficiency and accessibility. Support services cover a broad spectrum of academic and co-curricular needs and are continuously monitored to ensure responsiveness and effectiveness. This ongoing evaluation leads to innovations and quality improvements in learner services. These mechanisms collectively demonstrate our commitment to compliance, quality assurance, and student-centric online education in line with UGC regulatory standards.	2.1.24
25	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	The CIQA committee of the HEI coordinates and reviews with external subject experts regarding Curriculum updation and electives. We also have Senior Industry representatives to review the Course and content and in-house processes.	
26	Coordinated with third party auditing bodies for quality audit of programme(s)	No. Will be done by the end of year 5. The CIQA committee of the HEI ensures coordination with third party auditing bodies for quality audit of the programme.	

27	Overseen the preparation of Self Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Amrita Online has established a structured program monitoring and review system to ensure continuous academic quality enhancement. Periodic internal reviews are conducted, with a strong focus on evaluating learning outcomes through both direct and indirect assessment tools. These reviews not only measure attainment levels but also guide necessary academic and administrative improvements. The Centre for Internal Quality Assurance (CIQA) plays a pivotal role by overseeing these processes and ensuring systematic documentation. CIQA is also responsible for preparing and submitting the Self-Appraisal Report to national accreditation bodies such as NAAC and other designated agencies. This integrated approach demonstrates the institution's commitment to compliance, quality assurance, and continuous improvement in alignment with UGC standards.	
28	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	The CIQA committee of the HEI promotes collaboration and association for quality enhancement of Online mode of education. HEI has setup Online Practical Virtual Labs with the following : From CISCO Academy, Amrita., CHFI EC Council, CompTIA, Mile2	2.1.28
29	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability	The CIQA committee of the HEI ensures proper facilitation of the industry-institutional linkage towards providing exposure to the learners and enhancing their job prospects. Towards achieving this objective various webinars conducted by industry experts, Placement training though soft skills and offering Industry relevant electives are provided. Interact with International, Cisco Academy, and Samsung on course modules and industry led projects.Training for Cisco Certified Network Associate (CCNA) IBM Practitioner Industry relevant Electives: Systems and Networks (including CCNA), Mobile Application & Full Stack Development Skills and Virtual & Augmented Reality	2.1.29

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

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
1	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	Governance & Structure – Amrita University has established policies on planning, HR, recruitment, training, and financial management with mandated positions filled as per UGC norms. Leadership & Management – Governance emphasizes mission-driven education, research culture, and continuous review of institutional performance. Strategic Planning & PPR Compliance – Academic programs are UGC-approved with PPRs developed and approved as per regulations, ensuring relevance and industry readiness. Operational Goals & Policies – Clear, measurable, and well-communicated policies drive institutional effectiveness and stakeholder engagement. Quality Assurance – CIQA oversees monitoring, appraisal, and continuous improvement mechanisms to sustain excellence and compliance.	2.2.1
2	Articulation of Higher Educational Institution Objectives	Amrita Online's Vision and Mission are articulated and our website and also in other key documents	2.2.2

| 3 | Programme Development and Approval Processes
a. Curriculum Planning, Design and Development
b. Curriculum Implementation
c. Academic Flexibility
d. Learning Resource
e. Feedback System | Curriculum Planning & Development – Amrita University has well-defined systems and structures for curriculum design, aligned with regulatory requirements and program objectives.

Curriculum Implementation – Structured processes allocate time for various components, ensuring effective program delivery and learner engagement.

Content Development Process – A multi-level workflow involving course experts, reviewing committees, faculty, and teaching assistants ensures quality in video lectures, live sessions, and assessments.

Academic Flexibility – Students are supported through learner-centric options such as batch switching, enabling them to progress at their own pace.

Learning Resources – High-quality e-learning materials are developed with clear objectives, outcomes, and cross-referenced study support as per UGC regulations.

Feedback & Quality Assurance – A structured feedback system captures inputs from all stakeholders to inform continuous improvement in academic quality. | 2.2.3 |

4	Programme Monitoring and Review	The HEI ensures quality assurance by systematically reviewing program effectiveness through course outcome mapping aligned with the study plan. Assessment design is guided by Bloom's Taxonomy, ensuring balanced coverage across memorization, analysis, synthesis, and creativity. Faculty align evaluation questions with specific learning outcomes, ensuring comprehensive and outcome-driven assessments. Post-assessment, student performance is mapped against each course outcome to identify strengths and gaps. This continuous review process enables timely course improvements, enhancing both teaching effectiveness and student learning outcomes. As a result, the HEI demonstrates measurable improvements in academic performance, compliance, and quality assurance standards.	2.2.4
5	Infrastructure Resources	The HEI has established a robust mechanism to assess and ensure the adequacy, accessibility, and optimal utilization of its academic and support facilities. This includes periodic evaluation of physical infrastructure, library and e-library resources, and ICT-enabled learning systems to meet evolving academic needs. The data-driven approach helps maintain compliance with UGC standards and ensures that facilities directly support high-quality teaching, learning, and research. Feedback from stakeholders is systematically gathered and incorporated into planning for infrastructure upgrades and service improvements. This continuous monitoring and enhancement process strengthens institutional capacity, promotes learner-centric outcomes, and sustains academic excellence.	

| 6 | Learning Environment and Learner Support | The HEI provides comprehensive learner support services, including academic counselling, online guidance, and interactive mentoring.

Robust ICT-enabled facilities and a Learning Management System (LMS) ensure seamless access to recorded lectures, reading materials, assignments, and quizzes in line with UGC guidelines.

Weekly live interactive sessions and virtual lab demonstrations enable real-time clarification and practical engagement.

A dedicated discussion forum, email support, and Teaching Assistants further strengthen continuous learner-faculty interaction.

The HEI also organizes webinars with industry experts, broadening student exposure beyond the prescribed curriculum.

These initiatives collectively ensure learner-centric support, academic flexibility, and compliance with quality benchmarks for online and blended learning programs. | 2.2.6 |

| 7 | Assessment and Evaluation | The HEI has established a comprehensive evaluation framework that integrates multiple assessment tools, including MCQs, project reports, case studies, presentations, and term-end examinations. Internal assessments are conducted through periodic assignments, quizzes, and lab work, evaluated on parameters such as accuracy, timely submission, and application of knowledge. End-of-semester examinations, comprising both theory and practical components, are conducted strictly in line with UGC guidelines. Robust monitoring mechanisms are implemented during examinations to ensure transparency and prevent malpractices. This structured evaluation process ensures continuous monitoring of student progress and alignment of assessments with defined learning outcomes. Overall, the system reinforces academic rigor, quality assurance, and compliance with statutory requirements. | 2.2.7 |
| 8 | Teaching Quality and Staff Development | The HEI has instituted a structured system for faculty development and quality enhancement to ensure excellence in teaching and learning. Regular capacity-building workshops, interactive teaching–learning sessions, and staff development programs are conducted to strengthen academic delivery. Faculty members are encouraged to participate in training programs, seminars, and FDPs that focus on innovative pedagogy, emerging technologies, and best practices in higher education. These initiatives equip faculty with the necessary resources to refine their teaching methodologies and adopt modern tools for student engagement. Continuous professional development remains a priority, ensuring sustained quality assurance in line with UGC standards. This structured approach fosters a culture of academic excellence, innovation, and compliance with regulatory expectations. | 2.2.8 |

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

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document

1	Academic Planning	The HEI ensures its academic curriculum remains contemporary and aligned with industry requirements through active participation in conferences, workshops, peer collaborations, and regular industry feedback. A robust academic planning framework is in place to guarantee that programs are relevant to the national economy and provide a value-added learner experience. The institution continuously reviews and updates its curriculum to maintain academic excellence and compliance with regulatory expectations. Adequate teaching faculty, support staff, and modern infrastructure strengthen the delivery of programs and enhance student learning outcomes. Technology-enabled systems further support curriculum implementation and innovation. This structured approach reinforces quality assurance and sustains the HEI's commitment to excellence in higher education.	2.3.1
2	Validation	The HEI has established a robust validation mechanism to ensure all programs are academically viable, relevant, and aligned with regulatory standards. Academic standards are clearly defined, benchmarked, and periodically reviewed to maintain compliance with UGC guidelines and ensure quality assurance. The validation process evaluates program structure, curriculum design, and learning outcomes to confirm their effectiveness and relevance. This framework provides learners with the best opportunities for academic growth and professional readiness. Continuous monitoring and review further strengthen academic integrity and sustain institutional excellence.	

| 3 | Monitoring, Evaluation and Enhancement Plans
a. Reports from Examination Centres
b. External Auditor or other External Agencies report
c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels
d. Reporting and Analytics by the Higher Educational Institution
e. Periodic Review | The HEI has instituted a structured framework for monitoring, evaluation, and continuous enhancement of learner performance and program effectiveness. These mechanisms ensure compliance with UGC quality benchmarks and support evidence-based academic planning. Regular assessments, feedback systems, and performance reviews are conducted to track student progress and identify areas for improvement. The outcomes of these evaluations are systematically analyzed and integrated into academic and administrative practices. This continuous cycle of monitoring and enhancement reinforces institutional accountability and sustains high standards of teaching, learning, and student support. | 2.3.3 |

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**

Director - Amrita Online Appointment Letter

3.2 Name and details of Deputy Director of Centre for Distance and Online Education (Dual Mode University) - Full time or contractual basis, atleast Associate Professor

Or

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

Deputy Director Appointment Letter

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

Or

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

Assistant Director Appointment Letter

3.4 Compliance status in respect of Human Resource – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020
HEI shall mention compliance details against the requirements in terms of Staffing norms, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

The Directorate of Online Education, is fully complied with the requirements in terms of the staffing norms, as mentioned in the Annexure four of the UGC regulation.

Program Name: MBA

Program Coordinator

S. No.	Name	Designation	Qualification	Experiences	Type (Regular/Contract)with gross salary/month	Date of joining programme
1	Dr Lekha H	Assistant Professor	MBA,Mphil,PhD,UGC-Net qualified	23 years	Contract 80000	July 2023

b. Course Coordinator

S. No.	Name	Course	Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining programme
1	Dr Ajith Sundaram	International Business, People Analytics, Artificial Intelligence and its Applications, Entrepreneurship and Innovation, Business Statistics	Associate Professor	B.Tech, MBA, MS(UK), PhD (HR), PhD (IS)	18 years	Regular 1,54,427	March 2022
2	Dr Lekha H	Organizational Behavior, Human Resource Management, Recruitment and Retention Management , Performance Management ,Leadership Management, HR Audit ,Research Methodology	Assistant professor (Senior Grade)	BA Economics,MBA,Mphil ,UGC Net qualified, PhD	25 years	Contract 80000	July 2023
3	Maneesha Ravindran Karimbil	Sales and Distribution Management, Retail Marketing, Marketing Management, Consumer Behaviour, Education for Life 1,2,3,4, Data Driven Marketing,	Assistant Professor	BBM(CA), MBA, UGC NET 2019	7 years	Contract 46000	August 2023
4	Dr Manoj M	Accounting for Managers, Financial Cost Management, Advanced Financial Management, FinTech, Treasury and Bank Management, Financial Statement Analysis and Business Valuation	Assistant Professor	B.Com (Computer Applications), B.Com (Cooperation), M.Com (Finance), MBA (Banking and Finance), M.Phil, Ph.D., DCFA, SET, NET	7 years	Contract 55000	March 2024
5	Santhosh S	Strategic Management, Supply Chain management, Financial modelling, Data Visualization, Business Forecasting, Enterprise Resource Planning, Services Operations Management, Operations Research, Manufacturing Control and Planning	Professor of Practice	BE(Chem, NIT-K), ACMA,	42 years	Contract 50000	August 2024
6	Ardra Sajeev	Intellectual property rights, Business ethics and corporate governance, Marketing communication, Marketing research, Change management, Industrial relations and labour law, Total Quality Management	Faculty Associate	BA, MBA, UGC NET	10 months	Contract 35000	Mar-25

S. No.	Names	Subjects	Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining programme
7	Mariam Grace Saji	Digital Marketing, Mergers & Acquisitions, Customer Relationship Management, Strategic Human Resource Management, Legal Aspects & Business Ethics, Business Communication, Operations Management	Faculty Associate	BBM (General Management), MBA (HRM and Marketing),	12.5 years	Contract 35000	Jan-25
8	Dr B.Radhakrishnan	Foundations of Computer Systems, Introduction to Machine Learning, Technology Transformation for Business, Business Analytics, Advanced Machine Learning, Natural Language Processing, Deep Learning	Assistant Professor Selection Grade	BE, MBA, PhD	31 years	Contract 35000	Jan-25
9	Nithin K Warrier	CSR and Sustainability, Strategic Financial Management, Insurance and Risk Management, Investment Analysis and Portfolio Management, Management Consulting and Managerial Economics (Micro and Macro)	Faculty Associate	B.Com, M.Com, MBA, UGC (Commerce and Management),	2.5 years	Contract 40000	Jan-25

c. Advisors

S. No.	Names	Designation	Qualification	Experiences	Type (Regular/Contract)with gross salary/month	Date of joining programme
1	Renjini Mohandas Menon	Senior Advisor Grade II	MBA,MS	4 years	Contract 45000	Jan-22
2	Gayathri Vinod M	Advisor	MBA	4 years	Contract 36000	Jul-22
3	Ghanasyam Pt	Senior Advisor Grade II	MBA	4 years	Contract 40000	Jan-22
4	Arathi Ramesan	Teaching Assistant	MBA	2 years	Contract 35000	Oct-24
5	Samridhini D M	Advisor	MBA	4 years	Contract 33000	Jul-23
6	Ganga Menon	Administrative Assistant	MBA	6 years	Contract 32300	Sep-23
7	Chinnu Saji	Advisor	MBA	1 year 6 months	Contract 35000	Oct-23

8	Vijith V	Advisor	MBA	1 year 6 months	Contract 35000	Dec-23
9	Abina Valsalan	Teaching Assistant	MBA	1 year	Contract 27000	Feb-24
10	Amrutha G S	Teaching Assistant	MBA	1 year	Contract 27000	Jul-24
11	Bincy Devassy	Advisor	MBA	1 year	Contract 30000	Jul-24
12	Hridya Raveendran	Advisor	MBA	1 year	Contract 30000	Jul-24
13	Roja Rojee	Teaching Assistant	MBA	1 year	Contract 27000	Jul-24
14	Nandana P Nair	Teaching Assistant	MBA	6 months	Contract 27000	Nov-24
15	Meera R	Advisor	MBA	6 months	Contract 30000	Nov-24
16	Revathy Vijayan	Teaching Assistant	MBA	6 months	Contract 27000	Nov-24
17	Aathisha S A	Teaching Assistant	MBA	1 year	Contract 27000	Dec-24
18	Aswathi S	Advisor	MBA	6 months	Contract 30000	Feb-25
19	Sruthi Raj G	Teaching Assistant	MBA	2 year 6 months	Contract 25000	Mar-25
20	Lekshmi B S	Teaching Assistant	MBA	NA	Contract 25000	Mar-25
21	Ardhra K Uthaman	Teaching Assistant	MBA	1 year 6 months	Contract 25000	Mar-25
22	Devika V	Teaching Assistant	MBA	1 year	Contract 25000	Apr-25
23	Abhirami A	Teaching Assistant	MBA	NA	Contract 25000	Apr-25
24	Haina Teresa Lopez	Teaching Assistant	MSc	2 years	Contract 25000	Apr-25
25	Akhila R D	Teaching Assistant	MBA	1 year	Contract 27000	Feb-24
26	Abijith K A	Teaching Assistant	MBA	1 year	Contract 27000	Feb-24

					Contract	
27	Akshara C R	Teaching Assistant	MBA	1 year	Contract 27000	Feb-24
28	Amrutha R	Teaching Assistant	MBA	1 year	Contract 27000	Feb-24
29	Haritha Haridas	Teaching Assistant	MBA	1 year	Contract 26500	Mar-24
30	Gayathri Rajan	Teaching Assistant	MBA	1 year	Contract 27000	Mar-24
31	Athira Shaji	Teaching Assistant	MBA	1 year	Contract 27000	Oct-23

Program Name: BBA
Program Coordinator

S. No.	Name	Designation	Qualification	Experiences	Type (Regular/Contract)with gross salary/month	Date of joining programme
1	Dr Sheeja R	Assistant Professor (Snr. Grd)	PhD	18 years	Contract 70000	May 2021

Course Coordinators

S. No.	Name	Course	Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining programme
1	Kalayan sundaram venkatachal	Communicative English, Professional Communication	Assistant Director	MCA	28 years	Contract 75000	May 2021
2	Dr Sheeja R	Data Analysis using Microsoft Excel, Advanced Marketing Management, Inroduction to Digital Marketing,Business and MIS,Tableau for Business Intelligence, Advertising and Sales Promotion, Business Organisation and Systems	Assistant Professor (Snr. Grd)	MBA,Ph.D	18 years	Contract 70000	May 2021
3	Sarath Chandran M C	Organsisational Behaviour, Introduction to Research Methods,Environmental Science and Sustainability,Introduction to Digital Marketing, Business Ethicsand Corpoate Social Responsibility	Assistant Professor	M.com, NET	8 years	Contract 58000	May 2021

4	Silpa Raj	Business Organization and Systems, Banking and Insurance, Basics of Human Resource Management,Financial Accounting,Social	Faculty Associate	Mcom	4 Years	Contract 35000	January 2021
5	Dr Parvathy MD	Business Economics, Cost and Management Accounting, Financial Management, Forensic Accounting and Fraud Management. Introduction to Investing in Stock Market	Assistant Professor	M.Com, MPhil, Ph.D ,NET	4 years	Contract 40000	November 2020
6	Bharath Chandran	Business Laws ,Principles of Management introduction to Marketing Management, Productions and Operations Management Advertising and Sales Promotion, Data Analysis using Microsoft Excel, Principles of International Business	Assistant Professor	MCom, NET	5 years	Contract 35000	January 2021
7	Mastan Rao Parimi	Data Visualisation using Power BI	Faculty Associate	MBA MS	4 years	Contract 40000	November 2021
8	Sunitha S	Business Statistics, Quantitative Techniques, Basics Concepts of Mathematics	Faculty Associate	MPhil,(Ph.D)	9 months	Contract 35000	October 2024

c. Course Mentors

S. No.	Names	Designation	Qualification	Experiences	Type (Regular/Contract)with gross salary/month	Date of joining programme
1	Lavanya S	Advisor	MCA	5 years	Contract 40000	Dec-21
2	Reshma R S	Teaching Assistant	MCom, MPhil.	3 years	Contract 22000	Nov-20
3	Aranya G	Teaching Assistant	MCom	2 year 4 months	Contract 22000	Mar-25
4	Amritha B Nair	Teaching Assistant & Advisor	MCom	4 years	Contract 23500	Mar-22
5	Vishnu Raj	Advisor	M.Sc	1 year 6 months	Contract 27000	Jan -24
6	Athira PM	Administrative Associate	B.Tech	3 years 6 months	Contract 32100	Jan -24

Program Name: Computer Science

S. No.	Name	Designation	Qualification	Experiences	Type (Regular/Contract)with gross salary/month	Date of joining programme
1	Jayasree Narayanan	Assistant Professor (Sr Gr)	MSc	15 years academic + 21 years Industry incl. DRDO	Contract 100000	May 2021

Course Coordinators (MCA)

S. No.	Name	Course	Designation	Qualification	Experiences	(Regular/Contract) with gross salary/month	Date of joining programme
1	Jayasree Narayanan	Natural Language Processing, Software Engineering and Design Patterns	Assistant Professor (Sr Gr)	MSc	15 years	Contract 100000	May-21
2	Ms. Deepa Sreedhar	Advanced DBMS, No-SQL Databases,Complex Network Analysis	Faculty Associate	Mtech	9 years 7 months	Contract 41500	Nov-20
3	Susmitha C	Python Programming,Reinforcement Learning	Faculty Associate	Mtech	3 year 11 months	Contract 37500	Jan-22
4	Remya Shaji	Mobile Application Development, Complex Network Analysis,Business Analytics and Visualization,Software Testing,Applications of Machine Learning	Faculty Associate	Mtech	6 years 10 months	Contract 37000	Dec-21
5	Lekshmy VM	Object Oriented Programming Using Java, Software Project Management, IoT for AI, Software Engineering and Design Patterns,Advanced Computer Networks	Faculty Associate	Mtech	7 years	Contract 39030	Mar-22
6	Athira S	Foundations of Machine Learning, Computer Vision, Essentials of Cybersecurity, Blockchain Technologies,Applications of Machine Learning	Faculty Associate	Mtech	2 Year 10 months	Contract 37500	Oct-22
7	Akhila Sreenivas R	Advanced Computer Networks ,Switching Routing and Wireless Essentials,Advanced Computer Networks	Assistant Professor	Mtech	8 years 5 months	Contract 37450	Jan-23
8	Vidyalekshmi Vinod	No-SQL Databases, Computational Statistics, Minor Project, Project, Computational Linear Algebra, Deep Learning	Assistant Professor	MBA,Mtech	13 years	Contract 40210	Dec-22

S.No	Names	Subjects	Designation	Qualification	Experience	Type	Date of joining
9	Saranya RS	Object Oriented Programming Using Java,Research Methodology,Complex Network Analysis,Applications of Machine Learning	Faculty Associate	Mtech	7 years	Contract 38000	Jun-23
10	Prathibha KS	Advanced Web Technologies and Mean Stack,Design and Analysis of Algorithms,Data Structures and Algorithms	Faculty Associate	Mtech	6 years 10months	Contract 38000	May-23
11	Nayana Madhu	Mathematical Foundations for Computer Applications,Probability and Statistics	Faculty Associate	MSc.	1 year	Contract 30000	May-24
12	Veena S	Foundations of Computer Systems, Cloud Computing	Faculty Associate	Mtech	3 years	Contract 37500	Aug-23
13	Kamalanathan Kandasw	Cyber Security Governance and Risk and Compliance	Assistant Professor	PhD	28 years	Honorary	Jul-21
14	rikrishnamrita Chaitany	Mathematical Foundations for Cryptography	Faculty Associate	MCA	12 years	Honorary	Sep-21
15	Ms. Athira Murali	Block chain and Decentralised Application	Faculty Associate	MTech	2 Year 6 months	Contract 28000	Feb-22
16	Ms Bindu Sivasankar	Major Project, Minor project, Python Scripting for Security, ML and AI in Cybersecurity	Assistant Professor	MCA, Mtech	19 Years	Contract 55000	Aug-23
17	Adv Prem Kamath	Cyber Law	Assistant Professor	LLB	26 years	Contract 30000	Sep-21
18	Ms. Meena Lakshmi	Web Application Security	Faculty Associate	Mtech	6 Years	Contract 30000	Jul-23
19	Dr. Saritha.V	System Security	Assistant Professor	PhD	26 Years	Contract 30000	Aug-24
20	Mr. Veda Vyasa Aditya	Fundamentals of security operations, Vulnerability Assessment and Penetration Testing	Faculty Associate	MTech	6 Years	Contract 30000	Sep-24
21	Dr. Manu.VT	Cyber Forensics	Assistant Professor	PhD	4 Years	Contract 30000	Sep-24
22	Dr. Ambili.K.N	Network Security, Cloud and Infrastructure Security	Assistant Professor	PhD	13 Years	Contract 30000	Mar-25

Advisor

S. No.	Names	Designation	Qualification	Experience	Type (Regular/Cont	Date of joining programme
1	Anjali Krishna	Advisor	MBA	3 years	37000	Dec-21
2	K Sudha Pannaga Priya	Senior Advisor	MBA	6 years	40000	May-21

3	Yamuna Chimmanda	Advisor	MBA	12 years	Contract 33000	Nov-22
4	Parvathy R	Advisor	MSc	1 year	Contract 28000	Oct-23
5	Haritha R	Teaching Assistant	M.Tech	3 Years	Contract 28000	Sep-21
6	Rajeswari	Teaching Assistant	MTech	5 years	Contract 28000	Jun-22
7	Rari Priya S Pillai	Teaching Assistant/Advisor	MTech	6 Months	Contract 25000	Nov-24
8	Priya JR	Advisor	MSc Computer Science	5 Years	Contract 25000	Nov-24

Course Coordinators (BCA)

S. No.	Name	Course	Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining programme
1	Kalyana Sundaram Ven	Communicative English,Professional Communication	Assistant Director	MCA	24 years	Contract 75000	May-21
2	Ms. Deepa Sreedhar	Minor Project, Database Management System(Theory & Lab), Operating System and Computer Architecture	Faculty Associate	Mtech	9 years 7 months	Contract 41500	Nov-20
3	Susmitha C	Python Programming, C# & .Net, Computer Networks (CCNA)	Faculty Associate	Mtech	3 year 11 months	Contract 37500	Jan-22
4	Lekshmy VM	Introduction to IOT, Object Oriented Programming using Java (Lab & Theory)	Faculty Associate	Mtech	7 years	Contract 39030	Mar-22
5	Athira S	Essentials of CyberSecurity	Faculty Associate	Mtech	2Year 10 months	Contract 37500	Oct-22
6	Akhila Sreenivas R	Switching Routing and Wireless Essentials,Computer Networks (CCNA)(Theory and Lab),Enterprise Networking, Security and Automation,Minor Project,Major Project	Faculty Associate	Mtech	8 years 5 months	Contract 37450	Jan-23

S. No.	Names		Designation	Qualification	Experiences	Type (Regular/Contract)with gross salary/month	Date of joining programme
7	Saranya RS	Object Oriented Programming using Java (Lab & Theory),Problem Solving and Algorithmic Thinking,Problem Solving and Algorithmic Thinking-Lab,Advance Java and J2EE (Lab and Theory)	Faculty Associate	Mtech	7 years	Contract 38000	Jun-23
8	Prathibha KS	Data Structures and Algorithms (Theory),Data Structures and Algorithms (Lab),Computer Essentials,Web Application Development (Lab & Theory),Web Application Development (Lab & Theory),Computer Essentials	Faculty Associate	Mtech	6 years 10months	Contract 38000	May-23
9	Nayana Madhu	Foundations of Applied Mathematics - Part I,Foundations of Applied Mathematics - Part II,Discrete Mathematics	Faculty Associate	MSc.	1 year	Contract 30000	May-24
10	Veena S	Data Mining, Operating Systems and Computer Architecture, Distributed Systems	Faculty Associate	Mtech	3 years	Contract 37500	Aug-23
11	Remya Shaji	Mobile Application Development, Big Data Analytics & Visualisation,Business Analytics	Faculty Associate	Mtech	6 years 10 months	Contract 37000	Dec-21

c. Advisors

S. No.	Names	Designation	Qualification	Experiences	Type (Regular/Contract)with gross salary/month	Date of joining programme
1	Panchami Ravi	Advisor	MBA	11 years 8 months	Contract 37000	Apr-22
2	Yamuna Chimmanda	Advisor	MBA	12 years	Contract 33000	Nov-22
3	K Sudha Pannaga Priya	Advisor	MBA	7 years	Contract 40000	May-21

Program Name: Commerce

Program coordinator

S. No.	Name	Designation	Qualification	Experiences	Type (Regular/Contract)with gross salary/month	Date of joining programme
1	Dr Shekar Babu	Professor	PhD	33 years	Regular 150000	Mar 2021

Course Coordinators (B.Com)

S. No.	Name	Course	Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining programme
1	Kameswaran S	Corporate Accounting, Fundamentals of costing, Auditing-Principles and Practices, Capital Markets and Financial Services	CA	MCOM, CA	33 years	Contract 30000	November 2021
2	Rekha B	Mercantile Laws, Company Laws, Investment Management, Personal Financial Planning, Entrepreneurial Development	Faculty Associate	M.Com, PGDBA	4 years	Contract 30000	December 2024
3	Kalyana Sundaram Venkatachal	Communicative English,Professional Communication	Assistant Director	MCA	24 years	Contract 75000	May 2021
4	Harshitha RS	Customs Law - Practice and Procedure, Direct Taxes and Indirect Taxes, Advanced Audit and Assurance - 1	Faculty Associate	MCOM	4 years	Contract 22000	July 2024
5	Nidhi Singh	Accounting Packages - Tally, Accounting Packages - Tally lab, Entrepreneurial Finance, Forensic Accounting and Fraud Management	Faculty Associate	MBA, NET	5 years	Contract 25000	March 2023
6	Priyanka AV	Principles of Management, Economics for Decision Making	Faculty Associate	MCOM	1 Year	Contract 22000	November 2024
7	Mastan Rao Parimi	Business Statistics and Operations Research, Business and MIS, Basic Concepts of Mathematics, Introduction to Research projects	Faculty Associate	MBA, MS	3 year	Contract 40000	November 2021
8	Pooja CK	Accountancy, Advanced Accountancy, Banking,Insurance and Risk Management, Environmental Science, and Sustainability	Faculty Associate	MCOM	1 Year	Contract 22000	July 2024

S. No.	Names	Course	Designation	Qualification	Experiences	Monthly Salary	Date of joining programme
9	Tanushree A	Management Accounting, Principles of Financial Management, Introduction to International Finance, Corporate Finance, Project Appraisal and Financial planning	Faculty Associate	MCOM	7 years	Contract 25000	December 2023
10	Priyanka K	Introduction to GST, Advanced Concepts of GST,Introduction to International Finance Reporting Standards	Faculty Associate	MCOM, NET	5 years	Contract 26750	February 2023

c. Advisors

S. No.	Names	Designation	Qualification	Monthly Salary	Experiences	Date of joining programme
1	Logeshni M	Senior Batch Advisor	MBA	Contract 33000	4 years	Jul 2021
2	Pradeep Kumar	Faculty Associate	MCOM	Contract 22000	5 years	Oct 2023

Course Coordinators (M.Com)

S. No.	Name	Course	Designation	Qualification	Experiences	Monthly Salary	Date of joining programme
1	Priyanka K	Mergers and Acquisitions, Financial Derivatives	Faculty Associate	MCOM, NET	5 years	Contract 25000	February 2023
2	Pooja CK	Economic Analysis for Managers,Data Driven Decision Making	Faculty Associate	MCOM	1 Year	Contract 22000	July 2024
3	Dr. Shekar Babu	Small Business and Entrepreneurship,Business Correspondence, Research Methodology, Technology Innovation	Professor	Ph.D	33 years	Regular 150000	March 2021
4	Harshitha RS	Advanced Auditing and Attestation I,Advanced Auditing and Attestation II, Advanced Auditing and Attestation III,Advanced Auditing and Attestation IV,Advanced Taxation and Regulation I, Advanced Finacial Accounting and Reporting IV, Fedaral Taxation and Regulation II, Advanced Taxation and Regulation II.	Faculty Associate	MCOM	4 years	Contract 22000	July 2024

S. No.	Names		Designation	Qualification	Experiences	Monthly Salary	Date of joining programme
5	Kameswaran S	Advanced Financial Management, Project Appraisal and Financial Planning, International Financial Management,Advanced Corporate Accounting, International Business and Finance Analysis	CA	MCOM, CA	33 years	Contract 30000	November 2021
6	Nidhi Singh	Insurance Management, Corporate Laws, Advanced Tally Lab, Integrated MArketing Promotions and Communication	Faculty Associate	MBA, NET	5 years	Contract 25000	March 2023
7	Parimi Mastan Rao	Enterprise Resource Planning and MIS, Database Management Services,Applied Statistics, Analysis using Advanced excel lab, Predictive Analytics,Business Analytics	Faculty Associate	MBA, MS	3 year	Contract 40000	November 2021
8	Tanushree A	Accounting for Managerial Decisions, Corporate Income Tax, Corporate Governance,Security Analysis and Protfolio Mangement	Faculty Associate	MCOM	7 years	Contract 25000	December 2023

c. Advisors

S. No.	Names	Designation	Qualification	Experiences	Monthly Salary	Date of joining programme
1	Sapna Kochunni	Teaching Assistant	MCom	3 years	Contract 25000	Mar-25
2	Ahalya Singh M J	Teaching Assistant	MCom	2 years	Contract 25000	Mar-25

3.5 Details of Administrative staff

a. **Number of Administrative staff available exclusively for Online programmes**

Admin Staff	Required	Available	Name	
Deputy Registrar	1	1	Dr Sasangan Ramanathn	Deputy Registrar Appointment Letter
Assistant Registrar	1	0		

Section Officer	1	2	Senthil Prasad, Saritha Nair
Assistants	3 (2 for DM Universities)	3	Ms Soumya, Ms Bhuvaneswari, Ms Rubasri Kaliyappan
Computer Operator	2	2	Ms Krishna Veni,Mr Thirunavukkarasu R
Multi Tasking Staff	2	3	Ms Saranya D,Ms Janani, Mr Suresh Kumar

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

b. **Number and details of Technical Support for Online Programmes as per** Annexure -IV:

i. **Technical Team for Development of e-Content as Self-Learning e- Modules:**

Post	Required	Available	Name
Technical Manager	1	1	Mr Diljith Poovadan
Technical Associate (Audio	1	2	Mr Suneesh, Mr Aswin
Technical Assistant (Audio Video recording)	1	2	Mr Ragesh G, Mr Mrudul Ramakrishnan
Technical Assistant (Audio-Video editing)	1	3	Mr Ajesh D S,Nikhil C D, Mr Aravind Souji

ii. **For Delivery of Online Programmes:**

Post	Required	Available	Name
Technical Manager (LMS and Data Management)	1 (per Centre)	2	Mr Aravind S, Mr Anand S
Technical Assistant (LMS and Data Management)	2	5	Ms Meera, Ms Aparna, Mr Harikrishnan, Ms Aswathi Balan, Ms Haripriya S

iii. **For Admission and Examination for Online mode:**

Post	Required	Available	Name
Technical Manager	1 (per Centre)	2	Mr Sivakumar, Arun

Technical Assistant (Admission, Examination and Result)	2	5	Ms Mandira Mukhopadhyay, Mr Jayaram, Mr Akil Pramod, Ms. Bindiya M Ganatra, Mr Mihir M. Ganatra

(Attach duly attested photocopy of appointment letter with salary details

Part – IV: Examinations

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2	For ensuring transparency and credibility, the full time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	Yes	
4	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Not Applicable	

	5	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	Not Applicable	
	6	Building and grounds of the examination centre must be clean and in good condition.	Not Applicable	
	7	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Not Applicable	
	8	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Not Applicable	
	9	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Not Applicable	
	10	Safety and security of the examination centre must be ensured	Not Applicable	
	11	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Not Applicable	
	12	Provision of drinking water must be made for learners	Not Applicable	
	13	Adequate parking must be available near the examination centre	Not Applicable	
	14	Facilities for Persons with Disabilities should be available	Not Applicable	

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

S.No.	Provisions in Regulations	Whether being complied Yes/No. If yes, Please provide details and upload relevant documents	If No, Reason thereof
1	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	Not Applicable	
2	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	4.2.2	
3	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	Not Applicable	
4	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	4.2.4	

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

S.No.	Provisions in Regulations	Whether complied Yes/No. If Yes, Upload relevant document	If No, Reason thereof
1	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	4.3.1	

2	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of learners enrolled through Online mode and their certification.	4.3.2	
3	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.	4.3.3	
4	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	4.3.4	

5	The weightage for different components of assessments for Online mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	4.3.5	
6	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	
7	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	4.3.7	
8	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	4.3.8	
9	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Not Applicable	
10	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Not Applicable	

	(b) Availability of biometric system	Not Applicable	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners	Not Applicable	
	(d) In case of non-availability of the Closed Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution	Not Applicable	
11	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Not Applicable	
12	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Not Applicable	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Not Applicable	
13	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	4.3.13	

14	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored examinations for such learners	4.3.14	
15	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	4.3.15	
	(b) Each award shall also be uploaded on the National Academic Depository		
16	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination Centres	4.3.16	

4.4 Result and Student Progression
For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	% of students passed	% of students passed in first class	Semester completed
July, 2024	BACHELOR OF BUSINESS ADMINISTRATION	170	167	89.82%	85.63%	6
	BACHELOR OF COMPUTER APPLICATION	208	204	86.27%	77.45%	6
	BACHELOR OF COMMERCE	45	43	86.05%	83.72%	6
July, 2024	BACHELOR OF BUSINESS ADMINISTRATION	79	74	75.68%	71.62%	4
	BACHELOR OF COMPUTER APPLICATION	165	150	64.00%	54.00%	4
	BACHELOR OF COMMERCE	17	17	82.35%	52.94%	4
	MASTER OF COMPUTER APPLICATION	120	120	94.17%	76.67%	4
	MASTER OF COMPUTER APPLICATION (Artificial Intelligence)	40	38	84.21%	63.16%	4
	MASTER OF COMPUTER APPLICATION (Cybersecurity)	25	25	96.00%	72.00%	4
	MASTER OF BUSINESS ADMINISTRATION	141	141	94.33%	90.07%	4
	MASTER OF COMMERCE	15	15	86.67%	80.00%	4
July, 2024	MASTER OF COMPUTER APPLICATION	46	45	84.44%	84.44%	3
	MASTER OF BUSINESS ADMINISTRATION	73	73	84.93%	68.49%	3
July, 2024	BACHELOR OF BUSINESS ADMINISTRATION	68	66	77.27%	69.70%	2
	BACHELOR OF COMPUTER APPLICATION	76	71	66.20%	61.97%	2
	BACHELOR OF COMMERCE	87	84	91.67%	71.43%	2
	MASTER OF COMPUTER APPLICATION	46	44	75.00%	68.18%	2
	MASTER OF COMPUTER APPLICATION (Artificial Intelligence)	58	57	57.89%	52.63%	2
	MASTER OF COMPUTER APPLICATION (Cybersecurity)	36	35	74.29%	68.57%	2
	MASTER OF BUSINESS ADMINISTRATION	512	491	82.08%	57.64%	2
	MASTER OF COMMERCE	29	28	85.71%	60.71%	2
July, 2024	BACHELOR OF BUSINESS ADMINISTRATION	72	67	74.63%	64.18%	1
	BACHELOR OF COMPUTER APPLICATION	112	84	50.00%	46.43%	1
	BACHELOR OF COMMERCE	31	19	47.37%	31.58%	1
	MASTER OF COMPUTER APPLICATION	72	61	62.30%	60.66%	1
	MASTER OF COMPUTER APPLICATION (Artificial Intelligence)	60	49	71.43%	71.43%	1
	MASTER OF COMPUTER APPLICATION (Cybersecurity)	37	33	69.70%	66.67%	1
	MASTER OF BUSINESS ADMINISTRATION	996	778	57.84%	50.64%	1
	MASTER OF COMMERCE	32	22	77.27%	54.55%	1

Jan, 2025	BACHELOR OF BUSINESS ADMINISTRATION	77	76	78.95%	77.63%	5
	BACHELOR OF COMPUTER APPLICATION	175	149	62.42%	56.38%	5
	BACHELOR OF COMMERCE	16	16	87.50%	68.75%	5
Jan, 2025	MASTER OF COMPUTER APPLICATION	42	42	92.86%	69.05%	4
	MASTER OF BUSINESS ADMINISTRATION	73	72	93.06%	88.89%	4
Jan, 2025	BACHELOR OF BUSINESS ADMINISTRATION	63	63	63.49%	60.32%	3
	BACHELOR OF COMPUTER APPLICATION	64	62	58.06%	56.45%	3
	BACHELOR OF COMMERCE	85	85	85.88%	81.18%	3
	MASTER OF COMPUTER APPLICATION	38	38	81.58%	78.95%	3
	MASTER OF COMPUTER APPLICATION (Artificial Intelligence)	37	37	83.78%	78.38%	3
	MASTER OF COMPUTER APPLICATION (Cybersecurity)	33	33	87.88%	78.79%	3
	MASTER OF BUSINESS ADMINISTRATION	486	486	79.84%	66.26%	3
	MASTER OF COMMERCE	18	18	100.00%	88.89%	3
Jan, 2025	BACHELOR OF BUSINESS ADMINISTRATION	60	60	83.33%	68.33%	2
	BACHELOR OF COMPUTER APPLICATION	63	63	63.49%	60.32%	2
	BACHELOR OF COMMERCE	14	11	81.82%	54.55%	2
	MASTER OF COMPUTER APPLICATION	55	54	62.96%	59.26%	2
	MASTER OF COMPUTER APPLICATION (Artificial Intelligence)	43	41	85.37%	78.05%	2
	MASTER OF COMPUTER APPLICATION (Cybersecurity)	25	25	92.00%	84.00%	2
	MASTER OF BUSINESS ADMINISTRATION	668	659	81.64%	58.88%	2
	MASTER OF COMMERCE	18	18	100.00%	83.33%	2
Jan, 2025	BACHELOR OF BUSINESS ADMINISTRATION	209	185	62.70%	57.30%	1
	BACHELOR OF COMPUTER APPLICATION	262	237	65.40%	62.03%	1
	BACHELOR OF COMMERCE	208	186	87.63%	77.42%	1
	MASTER OF COMPUTER APPLICATION	172	159	74.21%	67.92%	1
	MASTER OF COMPUTER APPLICATION (Artificial Intelligence)	105	97	64.95%	60.82%	1
	MASTER OF COMPUTER APPLICATION (Cybersecurity)	91	89	83.15%	76.40%	1
	MASTER OF BUSINESS ADMINISTRATION	1543	1370	73.65%	56.64%	1
	MASTER OF COMMERCE	64	58	72.41%	62.07%	1

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 theguidelines mentioned in the Regulations. The explicit details of approval

Amrita Online has prepared and submitted all Programme Project Reports (PPRs) in full compliance with UGC Regulations prior to seeking approval from the Commission. Each PPR serves as a comprehensive roadmap that clearly outlines program objectives, curriculum design, pedagogical approaches, and learner support mechanisms. These reports ensure that all academic and administrative functions are aligned with the approved framework, thereby safeguarding regulatory compliance and academic integrity. The PPRs also act as a guiding document for monitoring delivery, assessment, and continuous improvement of programs. By adhering strictly to these approved PPRs, the Institution demonstrates its commitment to quality assurance, structured planning, and effective program execution.

[5.1](#)

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 learningmaterial (Print Media), Audio-Video Material, Online Material, Computer-based materialand Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.

Amrita Online develops all learning materials in strict compliance with UGC guidelines, ensuring quality, accessibility, and learner-centric design. Each course is prepared with approximately 15 weeks of e-content, structured under the Four Quadrant model (E-Tutorials, E-Content, Discussion Forums, and Assessments) to promote active learning, interaction, and timely doubt resolution. The Self-Learning Materials (SLMs) are designed with a two-way communication approach, divided into structured units and sub-units with clear learning objectives, outcomes, and embedded self-assessment activities. All content—whether print, audio-visual, online, or computer-based—is developed using standardized formats with emphasis on clarity, interactivity, case studies, national/international perspectives, and inclusivity for diverse learners. The design process ensures pedagogical coherence, accessibility across devices, and compliance with academic integrity norms, thereby enhancing the overall quality of teaching-learning. Through peer review and quality checks, the University assures that its materials not only meet regulatory standards but also provide an enriching and outcome-based learning experience.

[5.2](#)

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

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

Amrita Online has developed self-learning materials that are self-contained, learner-centric, and aligned with prescribed learning outcomes, delivered through diverse formats such as e-texts, video lectures, interactive content, virtual classrooms, podcasts, e-library resources, and webinars.

All e-learning materials are prepared in compliance with UGC (Online) Regulations 2020 and follow the mandated four-quadrant approach to ensure comprehensive learner engagement.

The Board of Studies (BOS) in each School/Department oversees the curriculum design, approval, and development of e-learning content, ensuring alignment with conventional programs and academic standards.

The content development process follows a structured methodology that includes defining learning outcomes, content structuring, chunking of material, adopting instructional design frameworks such as Bloom's Taxonomy, and mapping pedagogical tools to the credit pattern.

A strong emphasis is placed on self-assessment integration at strategic points, enabling learners to evaluate progress and achieve course objectives effectively.

All materials undergo a multi-stage quality assurance process involving BOS approval, peer review, and final validation before being released on the learning platform, thereby ensuring academic rigor, compliance, and learner-centric quality standards.

Part – VI: Programme Delivery through Learning Platform

6.1 Details of Learning Platform

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

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

Not Applicable for the current academic year

In case of Non-SWAYAM Learning Platform, evidence to ensure that it is notused in any franchise arrangement with a private service provider and HEI hasthe ownership of offering Online programmes including all the requiredcomponents of Online education and compliance to all the provisions of theregulations

The courses are delivered by University Inhouse AUMS and LMS systems. The University uses its own Non-SWAYAM Learning Platform for purpose of offering online programs. The platform is developed on the open source software, including Canvas, and contains various customizations done specifically for the University's requirements and to be in compliance with UGC's requirements.

6.2 Compliance status in respect of the Programme delivery

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

Students need to attend Weekly one hour video content, assignment, quiz and live faculty interactions in each course Using LMS people access details we ensure the learner's participation at least for two hours every fortnight. Weekly graded discussion topics for theory courses and problem questions for practical papers in the LMS, sporadic case discussions during the live sessions, reviews of the previous week's material, and QnA sessions all serve to maximise student participation.

The programme is delivered through the Canvas LMS, that combines video lectures, reading materials, discussion forums and assessments to ensure effective online learning. Student participation is tracked using live session attendance, and an integrated attendance report, which helps faculty monitor progression across learning modules, quizzes, assignments, and forums. A weekly eligibility report is shared with students to help them independently review their performance. Each assessment has a specified deadline, and timely submission is mandatory. This report also serves as a reminder to support students in meeting those deadlines, and to participate regularly in the course activities.

6.2

6.2

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

Yes

6.3

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

Statutory approval I

Statutory approval II

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

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

S.No.	Provision	Complied Yes/No with explicit link address	If no., Reasons, thereof
1	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website? Uploading of the following on HEI website (Mention link)	Joint Declaration	
2	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode	Memorandum of Association	
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Letters of Recognition	
4	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	7.1.4	
5	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule	7.1.5	
6	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	7.1.6	

7	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	7.1.7	
8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	7.1.8	
9	Information regarding all the programmes recognised by the Commission	https://onlineamrita.com/	
10	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	7.1.10	
11	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	7.11	
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	7.12	
13	List of the 'Examination Centres'alongwith the number of learners in each centre, for Online programmes	Not Applicable	
14	Details of proctored examination in case of end semester examination or term end examination of Online programmes	7.1.14	
15	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	7.1.15	
16	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Yet to reach the 5 year mark	

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	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes
2	A Higher Educational Institution shall, for admission in respect of any programme in online mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes Yes Yes
3	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes

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

7	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	Yes
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in online mode, and the other terms and conditions of such payment	Yes
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
8. (c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	Yes
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes

8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	No
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Not applicable. We do not offer ODL programs
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. we dont charge any capitation fee.
11	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Online mode offered by a Higher Education Institution	Yes. we dont charge any capitation fee.
12	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes, we don't withhold any document

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

8.2 Whether Higher Educational Institution provided the details of all International learners enrolled immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry of Education and University Grants
If No, reason thereof:

Yes

Part – IX: Grievance Redressal Mechanism

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

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

Students will use the ticketing system, email and social media application to solve the issues related to end semester examinations. LMS Exam Bulletin contain detailed information related to examinations including the timetable, exam platform, mock exam, supplementary exam registration and the results. Ahead Ticketing System - A separate course is available in LMS to create awareness on the same, Students also can use email, discussion forum in LMS, whatsapp/telegram group, etc
The University has setup a very clear Grievance Redressal Mechanism and Policy, as per the regulations. The University provides an online facility for submitting grievances and tracking their status. Every learner can raise an issue via a 'ticketing mechanism' either over email or by calling the helpline. Once given a ticket, the issue is directed to the relevant department. The details of the support email helpdesk and helpline facility are shared with students upon joining, as is the committed timelines. We've been successful in keeping grievance redressal quite efficient.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
3	3

9.2

9.3 Complaint Handling Mechanism

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

Amrita Online ensures compliance with the UGC guidelines for Complaint Handling Mechanism through the following provisions: * Students raise their issues, concerns, or feedback using the Amrita Online Helpdesk, a support system available to all learners. * A clearly labeled "Complaint Handling Mechanism" link is made available to all learners through the Learning Management System (LMS). Detailed guidelines for accessing and tracking tickets are also provided within the LMS, and all enrolled students have access to these instructions throughout their programme duration.

9.3

9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
0	0	

9.4

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

Providing Career guidance training to students in the form of soft skill training, mock interviews, resume writing sessions, mock group discussions etc. Sharing Webinars on various informative topics to students as an add-on. Arranging Counselling session for students requiring Psychological support. Reminder announcements and Motivational quotes given one days before the LIVE sessions – by advisors.

1.At least 1 Webinars and/or 1 Workshop every month by industry or academic experts.

10.1_Innovations I

10.1 Innovations II

10.1_webinar

10.2 Best Practices of the HEI

• Weekly Live Interaction-Give extra sessions on LIVE interaction to students
• Peer review of LIVE sessions
• Video mode
• Lab demo
• Knimbus digital library access to every Ahead Student
• Sharing LIVE session recordings on LMS on, weekly basis
• Doubt clearance sessions on Progress review weeks
• Weekly monitoring of attendance after the second progress review until the examination
• Sharing the attendance status with students through official and unofficial channels
• Telephonic conversations with inactive students
• Involvement of expert faculty
• Class Committee Meetings – at least 3 per semester
• Email Communications
• Two way communication (Chat Group)
• Webinars
• Soft skill training
• Preparing for the interviews
• Electives have been offered by considering the trending requirements of the job opportunity

10.2_Best Practices I

10.2 Best Practices II

10.3 Details of Job Fairs conducted by the HEI

The first Two Batch of Students have successfully passed out. We are providing soft skill training, resume preparation sessions, mock interviews, mock Group discussions etc. as an add-on for placement assistance for the current final year batch of students.

10.3

10.4 Success Stories of students of Online mode of the HEI

The first two Batch of Students have successfully passed out.

10.4

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

We do not have a language conversion mechanism currently. Medium of teaching is English. We have a Bridge Course in the beginning of the program to

10.6 Number of students placed through Campus Placements

The first Two Batch of Students have successfully passed out. We are providing soft skill training, resume preparation sessions, mock interviews, mock Group discussions etc. as an add-on for placement assistance for the current final year batch of students.

10.6

10.7 Details of Alumni Cell and its activity

Amrita Online Alumni Cell has started reaching out to passed out students to enroll in Amrita Alumni Cell and get involved in Amrita Activities

10.7 Alumni Reachout

10.7 Alumni Relations

10.8 Any other Information

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 provisions of the UGC(ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

Signature of the Director, Amrita Online

Name: Dr. Somanath

Seal:

Signature of the Deputy Registrar

Name: Dr. Sasangan Ramanathan

Seal:

Dr. SASANGAN RAMANATHAN
Deputy Registrar
Amrita Ahead
Amrita Vishwa Vidyapeetham
Amrita Nagar, Coimbatore - 641 112.

Date: 21.08.2025