தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University

Chennai-600 015

Internal Academic & Administrative Audit (IAAA) Report

2017-18 to 2021-22 (5 years)

Prepared and Analyzed by

Centre for Internal Quality Assurance (CIQA)

TNOU Vision & Mission

University Vision

Tamil Nadu Open University shall make available innovative, socially relevant educational provisions that are learner centred, seamless and are of high quality by employing appropriate technologies to achieve education, sustainable social transformation, and composite national development.

University Mission

Towards becoming a Centre of Excellence in Open and Distance Learning (ODL) by offering quality programmes to meet the current and emerging needs of the adult population, by widening the access to higher education and by functioning as a catalyst to bridge social, including digital divides and to build a developed India, Tamil Nadu Open University shall:

- Evolve flexible and robust curricula to widen educational access, deepen knowledge frontiers and create entrepreneurial skill sets.

- Reach the rural communities through lifelong learning programmes for livelihood improvement.

- Establish networked environments for quality assurance.

- Foster private-public partnerships.

- Bridge the digital divide and implement 'anywhere, anytime' learning environments.

- Become a digital repository for ODL in the State facilitating Research and Development for new knowledge creation.

- Coordinate and implement standards in ODL.

Institutional Objectives

The University shall endeavour through education, research, training and extension to play a positive role in the development of Tamil Nadu, and based on the rich heritage of the State, to promote and advance the culture of the people of India, especially Tamil Nadu and its human resources. Towards this end, it shall have the following objectives namely:

(a) to strengthen and diversify the degree, certificate and diploma courses related to the needs of employment and necessary for building the economy of the State on the basis of its natural and human resources;

(b) to provide access to higher education for large segments of the population, and in particular, the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields;

(c) to promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunities for upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavours;

(d) to provide an innovative system of University level education, flexible and open, in regard to methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, medium of instruction, conduct of examination and operation of the programmes with a view to promoting learning and encouraging excellence in new fields of knowledge;

(e) to contribute to the improvement of the educational system in the State by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making wide use of texts and other software developed by the University;

(f) to provide education and training in the various arts, crafts and skills of the country, raising their quality and improving their availability to the people;

(g) to provide or arrange for training of teachers required for such activities or institutions;

(h) to provide suitable post-graduate courses of study and promote research;

(i) to provide counselling and guidance to its students; and

(j) to promote national integration and the integrated development of the human personality through its policies and programmes;

(k) to encourage the Open University and distance education systems in the educational pattern of the State and to coordinate and determine the standard in such systems.

Core Values

(i). Cost Effective: TNOU is the only University in the State to offer its Academic Programmes and render the services at affordable cost.

(ii). Life Long Learning (LLL): The System of University fosters an environment that promotes a lifelong learning for its constituents and uses feedback from learners, peer groups, employers. TNOU has a heterogeneous group of learners with the range of age of 18-85 Years.

(iii). Integrity: The System of University conducts its operations and makes its public representations in an ethical manner. It assesses its operations in an open and collaborative manner and practices fairness, honesty, and objectivity in dealing with its constituencies.

(iv). Quality: The System of University holds a strong commitment to meet the bench mark determined by the regulators in all aspects of its learning activities, learning outcomes, and support services including the extension programmes. It seeks to continuously strengthen the overall effectiveness of its operations.

(v). Access: The System of University seeks to broaden access to its higher education programmes by all the segment of the society who wish to engage the organization in their learning goals.

(vi). Equity: The System of University treats all the stakeholders equally without any discrimination.

(vii). Collaboration: TNOU collaborates with recognized educational institutions, industries and organisations to provide access, skills, employability and capacity building among learners and thereby to achieve excellence in the University operations.

(viii). Accountability: The University is accountable to its constituencies and the public for fulfilling its mission in an appropriate manner by openly assessing its operations and by inviting external evaluations by public agencies.

About the University

TNOU was established in 2002 by the Act (No.27 of 2002) of Tamil Nadu Legislature Assembly, with the objective of introducing and promoting Open Distance Learning (ODL) for the higher education needs of unreached population. TNOU has obtained UGC 2(f) in 2005 and one among the five State Open Universities in the Country, to have been accorded with 12(B) Status under Sec.12(B) of the UGC, New Delhi in January 2016.

TNOU is the 10th State Open University in India. 16 State Open Universities and one National Open University (.i.e. IGNOU) offer Academic Programmes using Open and Distance Mode in India.

The TNOU started functioning at rented building in Directorate of Technical Education Campus from 06-02-2003. In 2011, the TNOU Administrative Building was inaugurated, in 2015 the TNOU Academic Block and Material Production and Distribution Block were inaugurated and in 2020 the additional Floors in the Academic Block and Material Production and Distribution Block at Headquarters and TNOU Regional Centre and Constituent Community College at Villupuram were inaugurated.

TNOU operates through three tier system, i.e. (1) Headquarters (HQ), (2) Regional Centres (RCs) and (3) Learner Support Centres (LSCs). The TNOU Headquarters is located in Saidapet, Chennai, the Regional Centres and Constituent Community Colleges were established at prime locations of the State, viz. (1) Chennai, (2) Coimbatore, (3) Dharmapuri, (4) Madurai, (5) Mayiladuthurai, (6) Nilgiris, (7) Salem, (8) Sivagangai, (9) Trichy, (10) Villupuram, (11) Tirunelveli, (12) Tiruvannamalai and the LSCs are located in all the districts of Tamil Nadu in the affiliated Arts and Science Colleges (both Government and Private) to cater to the needs of learner society from all walks of life.

The motto of TNOU- **"EDUCATION FOR ALL AND EVER"**, promises to reach out to those unreached - to all those higher education aspirants. Like other Open Universities in India, the TNOU was established in pursuance of National Policy on Education, (NPE)-1986 on the recommendation of Central Education Advisory Board (CEAB), Ministry of Human Resource Development (MHRD), Government of India.

The Women, Office goers, Working professionals, Housewives, the Disadvantaged groups of the society and people from hill and backward regions, who cannot pursue education through face to face conventional mode get an opportunities to learn through Open and Distance Learning (ODL) mode.

Academic Building of TNOU

As the Tamil Nadu State boasts as one of the highest Gross Enrolment Ratio (GER) in the Country at 52 % (for 2019-20, AISHE), the role of TNOU is vital in enhancing the GER of the Tamil Nadu State to the highest level. The TNOU has established and created an excellent Academic and Administrative infrastructure facilities at its Headquarters in Chennai and its 12 Regional Centers across Tamil Nadu.

TNOU is headed by Honorable Governor of Tamil Nadu, who is the Chancellor, and the Minister for Higher Education of Tamil Nadu is the Pro-Chancellor. The Vice Chancellor of TNOU is the Academic and Administrative Head of the University. The TNOU comprises the Chancellor, Pro Chancellor, Vice-Chancellor, Syndicate, Planning Board, Academic Council, Finance Committee and Boards of Studies. Vice Chancellor, Registrar, Finance Officer, and Controller of Examinations are Statutory Officers of the University.

TNOU contribution for the Open and Distance Learning system is more valuable. In the entire State of Tamil Nadu, the TNOU has established 12 Regional Centres and 3 Constituent Community Colleges. In addition, the TNOU has approved 143 affiliated Colleges as Learner Support Centres (LSC) and 124 Community Colleges across the State. The Significant role of TNOU is in enhancing the GER of the State of Tamil Nadu. In terms of providing quality and relevant education, the role of TNOU is highly commendable particularly, the Academic Programmes, Courses, Curriculum, quality Self-Learning Materials (SLM), Academic Counselling Classes, Testing Method, Transparency in the conduct of Term End Examinations, Evaluation and announcement of results.

BA, BBA, MBA, M.Sc, M. Com, MA, B.Sc. and B.Ed. Special Education Programmes are some of the most sought-after Programmes among others. Admission to TNOU Programmes is done twice in a year in the months of January and July as per the UGC-DEB guidelines, and all the admissions are done only online. Access to E-content, eSLMs, Books and journals in the main library, recorded video lectures are additional advantages to TNOU students.

TNOU has well known support services for its students - establishment of Student Support Services Division, Entrepreneurship cum Skill Development Centre, Community Colleges for offering Vocational Programmes, Campus Recruitment drives, online and off-line counselling. On-line admission and digital payments of all kinds for fee payment are some recent initiatives of the TNOU. Skill development programmes and continuous counselling sessions during Saturdays and Sundays are other student support services

provided to TNOU learners. With the help of the academic infrastructure and facilities, the online and off-line student support over social media are provided to the TNOU learners.

General Information

Name & Address of the University	Tamil Nadu Open University, No-577, Anna Salai, Siadapet, Chennai-600015
Name of the Vice-Chancellor of the University	Prof. S. Arumugam, Vice Chancellor, TNOU
Year of Establishment	2002

Departments and Programmes Offered

S.No	Name of the Department	Programmes Offered
1	Anthropology	(1) M.A.
2	Criminology and Criminal Justice Administration	(1) B.A, (2) M.A, (3) Ph.D.
3	Economics	(1) B.A, (2) M.A, (3) M.Phil,(4) Ph.D.
4	Gender Studies	(1) M.A.
5	Islamic Studies	(1) B.A, (2) M.A.
6	Social Work	(1) B.A. (2) M.A. (3) PG Diploma in Child Rights and Child Protection, (4) PG Diploma in Gerontology
7	Sociology	(1) B.A. (2) M.A. (3) Ph.D.
8	History	(1) B.A. (2) M.A. (3) M.Phil. (4). Ph.D. (5) PG Diploma in Indian Architecture and Iconography (6) Diploma in Museology and Conservation, (7) Archaeology and Epigraphy
9	Tourism Studies	(1) B.A. (2) M.A. (3) Diploma in Tourism and Tour Operations Management, (4) WildLife Tourism
10	Women Studies	(1) M.A.
11	Psychology	(1) B.A. (2) M.A. (3) M.Phil. (4) Ph.D. (5)PG Diploma in Psychological Counselling, (6)PG Diploma in School Counselling, (7) PG Diploma in Guidance and Counselling, (8)

		Certificate in Social Justice, (9) Short-term Course in Social Justice (10) Bachelor Preparatory Programme
12	Apparel and Fashion Design	(1) B.Sc. (2) M.Sc. (3) Ph.D.(4) Certificate in Surface Embellishment,(5) Certificate in Tailoring and Dress Making, (6) Short-term Course in Tailoring and Dress Making
13	Botany	(1) B.Sc, (2) M.Sc,(3) Ph.D,
14	Chemistry	(1) B.Sc, (2) M.Sc, (3) M.Phil,(4) Ph.D, (5) Certificate in Chemical Laboratory Safety Management
15	Physics	(1) B.Sc, (2) M.Sc, (3) Ph.D, (4) Diploma in Climate Change
16	Zoology	(1) B.Sc., (2) M.Sc, (3) M.Phil, (4) Ph.D, (5) Diploma in Science Laboratory Technician , (6) Certificate in Aquaculture,(7) Certificate in Conservation Techniques
17	Geography	(1) B.Sc, (2) M.Sc, (3) M.Phil, (4) Ph.D, (5) Certificate in Remote Sensing
18	Mathematics	(1) B.Sc, (2) M.Sc, (3) B.Sc Mathematics with Computer Applications,(4) PG Diploma in Applied Mathematics, (5) PG Diploma in Mathematics
19	Commerce	(1) B.Com, (2) B.Com-Accounting and Finance, (3) B.Com-Bank Management, (4) B.Com-Computer Applications, (5) B.Com-Corporate Secretaryship, (6) M.Com
20	Management	(1) BBA, (2) BBA-Computer Applications, (3) BBA-Marketing Management, (4) BBA-Retail Management, (5) B.Sc-Catering and Hotel Management, (6) MBA, (7) MBA-Logistics Management, (8) MBA-Shipping and Logistics Management, (9) MBA-Hotel Management, (10) M.Phil,(11) Ph.D, (12) PG Diploma in Information Technology Management, (13) Diploma in Retail Management, (14) Diploma

		in Customs Clearing and Forwarding, (15) Diploma in Food and Beverage Service, (16) Diploma in Food Production, (17) Diploma in Management, (18) Certificate in Customs Clearance Procedure and Practices (19) Certificate in Entrepreneurship Development (20) Certificate in Liner Shipping and Freight Forwarding (21) Certificate in NGO Management (22) Short Term Course in Logistics and Supply Chain Management.
21	Computer Science	(1) B.Sc, (2)M.Sc. (3) M.Phil. (4) Ph.D, (5) BCA, (6) MCA, (7) PG Diploma in Computer Applications (8) PG Diploma in Information and Communication Technology (9) PG Diploma in Information Security (10) PG Diploma in Software Quality Management, (11) Diploma in Cloud Computing, (12) Diploma in Data Sciences and Big Data Analytics (13) Diploma in Databases, (14) Short Term Course in Programming Techniques.
22	Drama and Theater Studies	(1) BPA, (2) Ph.D. Film Studies, (3) Ph.D. Drama and Theatre Studies, (4) Diploma in Drama and Theatre Acting, (5) Certificate in Theater Arts (6) Certificate in Dance Drama (7) Certificate in Film Appreciation (8) Certificate in Film Studies (9) Certificate in Screenplay Writing (10) Certificate in Traditional Theatre (11) Certificate in Voice Acting (12) Certificate in Theatre Studies
23	Visual Communication	(1) B.Sc. Visual Communications, (2) B.Sc. Multimedia, (3) M.Phil. Electronic Media Studies, (4) M.Phil. Media Studies, (5) Ph.D. Electronic Media Studies, (6) Ph.D. Media Studies, (7) Certificate in Community Radio Technology, (8) Certificate in Multimedia Systems

24	English	(1) B.A. English, (2) B.A. Urdu, (3) B.A. English for Communication, (4) M.A. English, (5) M.A. Comparative Literature, (6) M.A. Linguistics, (7)M.A. Translation Studies,(8) M.Phil. (9) Ph.D. (10) PG Diploma in Spoken English, (11) Diploma in English Language Skills, (12) Certificate in Communicative English, (13) Certificate in Proficiency in English
25	Human Rights	(1) B.A. (2) M.A.
26	Political Science	(1) B.A. (2) M.A. (3) M.Phil. (4) Ph.D. (5) Short-Term Course in Dr. B.R. Ambedkar Thoughts
27	Public Administration	(1) B.A. (2) M.A. Public Administration, (3) M.A. Police Administration, (4) M.A. Development Administration, (5) M.A. International Relations, (6) Ph.D. (7) PG Diploma in Social Welfare Administration, (8) Short Term Course in Human Rights
28	Library Science	(1) M.LISc, (2) PG Diploma in Library Automation & Networking
29	Education	(1) B.Ed, (2) Ph.D. in Education, (3) Ph.D. in Non-Formal and Adult Education, (4) PG Diploma in Teacher and Educational Management, (5) Certificate in Modern Techniques and Technology in Teaching (6) Certificate in Brain Learning Techniques (7) Certificate in Teaching Skills for Offline and Online Class (8) Certificate in Adolescence Education (9) Certificate in Yoga Education (10) Certificate in A Novel Corona Virus: Awareness, Prevention (11) Certificate in Innovative Teaching and Skills for On-Line Class Room (12) Certificate in Life Skills and Personality Development
30	Special Education	(1) B.Ed. (Special Education), (2) PG Certificate in Special Education
31	Tamil Studies	(1) B.A. Tamil, (2) B.A. Tamil Literature, (3) B.A.

		Functional Tamil, (4) M.A. Tamil, (5) M.Phil. Tamil, (6) Ph.D. Tamil, (7) PG Diploma in Tamil Research Methodology, (8) Diploma in Media Art, (9) Shor-Term Course in Gnana Tamil
32	Vocational Education	(1) Ph.D. in Continuing Education (Inter Disciplinary), (2) Advanced Vocational Diploma in General Duty Assistant, (3) Vocational Diploma in General Duty Assistant, (4) Vocational Diploma in Acupressure Therapist, (5) Vocational Diploma in Agricultural Marketing and Management, (6) Vocational Diploma in Animation, (7) Vocational Diploma in Automotive Service Technician, (8) Vocational Diploma in Beautician, (9) Vocational Diploma in Beauty Therapist, (10) Vocational Diploma in Computer Applications, (11) Vocational Diploma in Computer Hardware Servicing, (12) Vocational Diploma in DTP Operator, (13) Vocational Diploma in Early Childhood Care and Education (Kindergarten), (14) Vocational Diploma in Fashion Boutique Designer, (15) Vocational Diploma in Fashion Design and Garments Making, (16) Vocational Diploma in Fire Safety, (17) Vocational Diploma in Four Wheeler Mechanism, (18) Vocational Diploma in House Electrician, (19) Vocational Diploma in InDesign (20) Vocational Diploma in Industrial Fitter, (21) Vocational Diploma in Industrial Hygiene, (22) Vocational Diploma in Kitchen and Terrace Garden Management, (23) Vocational Diploma in Mechanic (Electrical / Electronics / Instrumentation), (24) Vocational Diploma in Multi-Cuisine Cook, (25) Vocational Diploma in Multimedia Systems, (26) Vocational Diploma in Office Automation,

		(27) Vocational Diploma in Organic Farming, (28) Vocational Diploma in Plumbing, (29) Vocational Diploma in Refrigeration and Air-Conditioning Technician, (30) Vocational Diploma in Smart Phones Repair Technician, (31) Vocational Diploma in TV Repair Technician, (32) Vocational Diploma in Welding Technology, (33) Vocational Diploma in Yoga For Youth Empowerment, (34) Short Term Course in Poultry Farming, (35) Short Term Course in Yoga for Youth Empowerment, (36) Preparatory Programme in Elementary, (37) Preparatory Programme in Secondary, (38) Preparatory Programme in Higher Secondary, (39) Short Term Course in Basic Computer Operations, (40) Short Term Course in Road Safety and First Aid (41) Short Term Course in Office Automation

Internal Academic and Administrative Audit (IAAA):

The main objective of the IAAA is to review, assess, and evaluate the performance in domains of teaching-learning and evaluation process, research, extra-curricular and administrative aspects pertaining to academic departments of TNOU.

The review process is usually carried out by internal committee members and the academicians. As a part of the audit process, the CIQA of TNOU has structured a proforma for the evaluation based on the Criteria specified by NAAC. The criteria-wise evaluation of the academic department includes:

(1) Curricular Aspects

(2) Teaching-Learning and Evaluation

(3) Research, Innovations and Extension

(4) Infrastructure and Learning Resources

(5) Learner Support and Progression

(6) Governance, Leadership and Management

(7) Institutional Values and Best Practices

Process Involved in the conduct of IAAA

The process involved for the IAAA by the members is given below

1. Meeting with Chairman & Officers to finalize the date for IAAA
2. Identifying the Academicians and Officers on IAAA committee
3. Taking consent from the Academicians and Officers
4. Schedule and the Evaluation proforma was sent to the members
5. IAAA conducted on the scheduled date

As per the names suggested and their consent, Academic and Administrative Audit Committee for the last five years consisting of the following members was constituted by the University vide TNOU Registrar Order No. F.No.TNOU/ Office Order-47/20-23/ dated January, 05, 2023.

IAAA Committee for Inspection

| S.No	Name of the Members	Designation in the Committee
1	Prof. P. Thiyagarajan, Director-CIQA, TNOU	Chairman
2	Prof. S. Balasubramanian, Professor and Director, School of Tamil and Cultural Studies, TNOU	Member
3	Prof. M. V. Sudhakaran, Professor and Director, School of Tamil and Cultural Studies, TNOU	Member
4	Prof. M. Manivannan, Controller of Examinations, TNOU	Member
5	Shri. C. B. Anandan, Finance Officer, TNOU	Member
6	Dr. R. Tamilmaran, Deputy Director, CIQA, TNOU	Member
7	Dr. E. Kumar, Assistant Director, CIQA, TNOU	Member
8	Dr. Ra. Ramesh, Deputy Registrar, SRED, TNOU	Member
9	Tmt. K. Meenakshi, Assistant Registrar, SRED, TNOU	Member

The meeting of IAAA committee was planned on 06.01.2023. The IAAA committee was assisted by the CIQA Director and members for conducting the academic and administrative audit.

The Committee had a formal meeting with the Vice-Chancellor, Registrar, Faculty Chairpersons, Controller of Examinations, Director (Research), Heads of Divisions / Departments / Centres / Cells and the Programme Coordinators during which the Director CIQA presented the overview, developments and the achievements of TNOU. Members of the Committee were briefed about the objectives of the academic and administrative audit and the procedure involved. The members visited the Schools / Departments / Centres / Sections / Cells on 11.01.2023 and 12.01.2023 to inspect the infrastructural facilities in the schools / departments such as classrooms, laboratories and interacted with the teaching staff and the technical staff to know the academic and administrative performance.

All the related documents were presented to the members. After completing all stages of inspection and interactions in the department, IAAA Report covering the observations was prepared for the respective departments by the members. Individual department evaluation sheets are enclosed with this report. Also, the members visited the central facilities such as Examination Section, Certificate Section, Research Section, Centre for University Informatics, Finance Section, Admission Section, Material Production and Distribution Division, Student Support Services Division, Centre for Electronic Media and Production, General Section, Placement cell, Library, Conference hall and auditorium, and had interactions with the persons-in-charge. Other common facilities were also inspected by the Committee. Further, the Committee after completing various stages of inspection and interactions prepared the IAAA report for TNOU covering the summarized observations and recommendations.

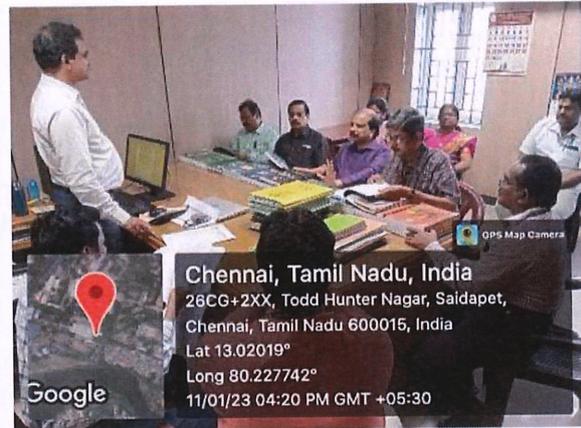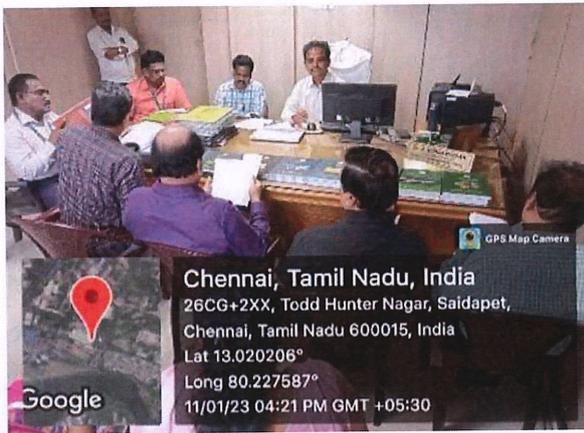Glimpses of IAAA Committee Visit

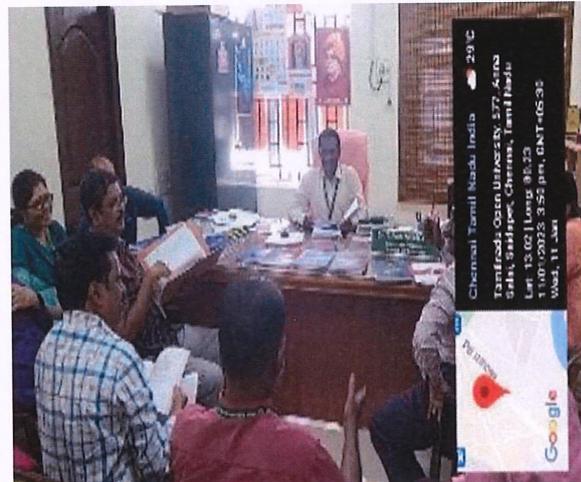## FOA (Faculty of Arts)
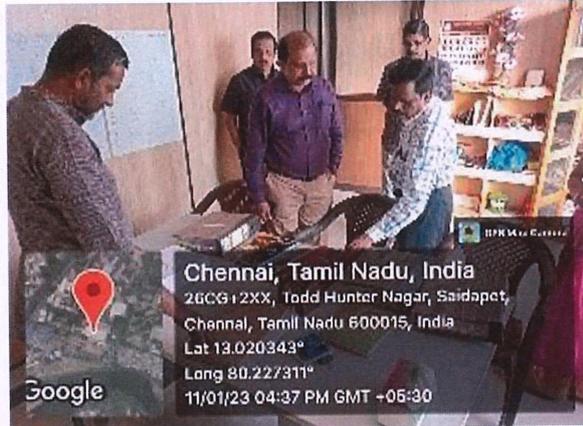
FOE (Faculty of Education)
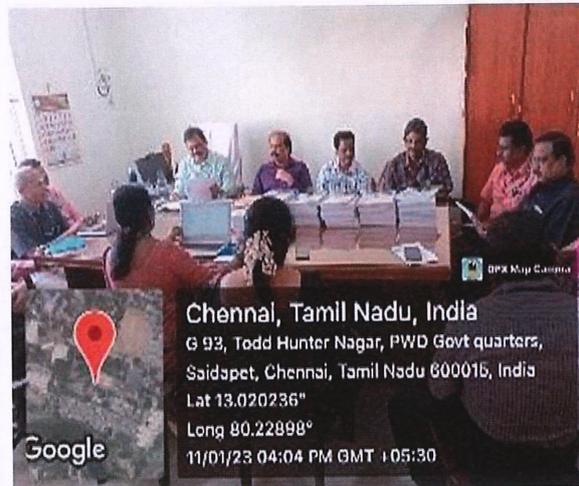
FOIFA (Faculty of Indian Foreign Languages)

FOMS (Faculty of Management Studies)

Chennai, Tamil Nadu, India
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Chennai, Tamil Nadu 600015, India
Lat 13.020206°
Long 80.227587°
11/01/23 04:21 PM GMT +05:30

Chennai, Tamil Nadu, India
26CG+2XX, Todd Hunter Nagar, Saidapet,
Chennai, Tamil Nadu 600015, India
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Long 80.227742°
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FOS (Faculty of Science)

FOSS (Faculty of Social Sciences)

Chennai, Tamil Nadu, India
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Chennai, Tamil Nadu 600015, India
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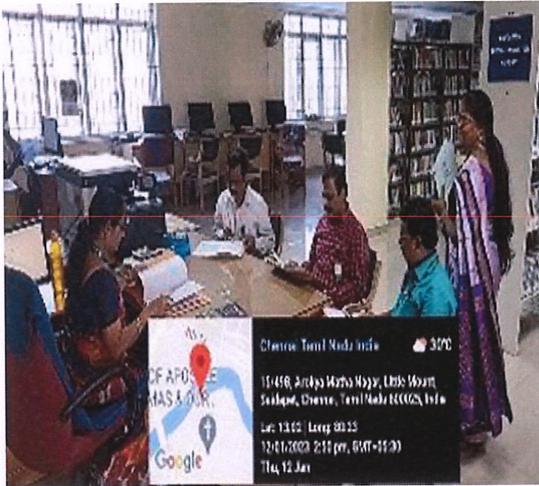
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Research
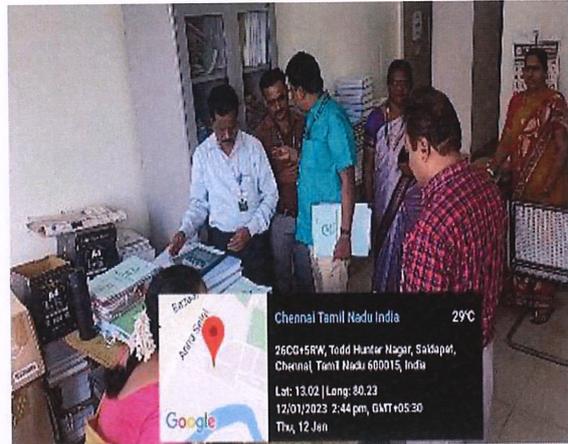
Student Support Division
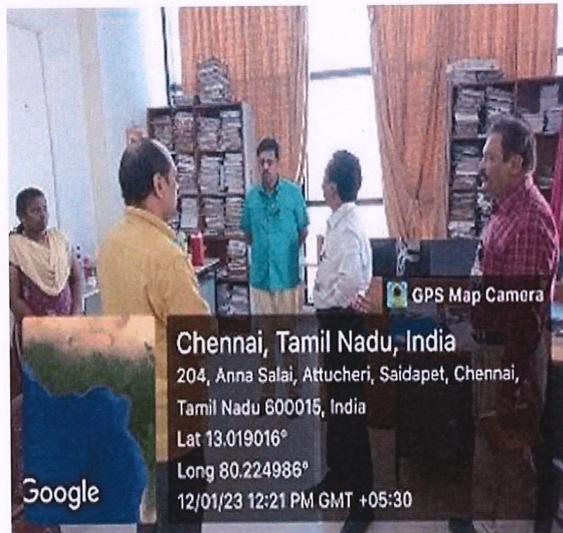
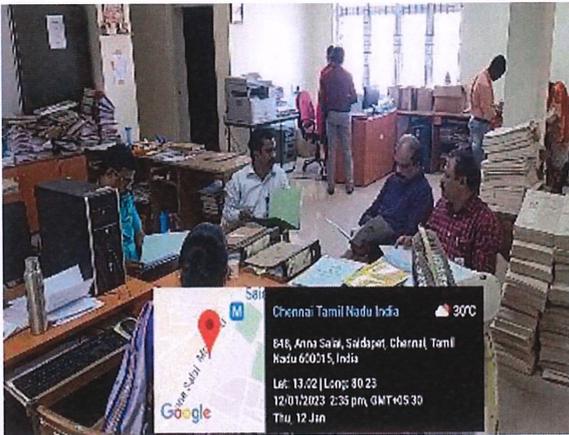## Material Production and Distribution Division

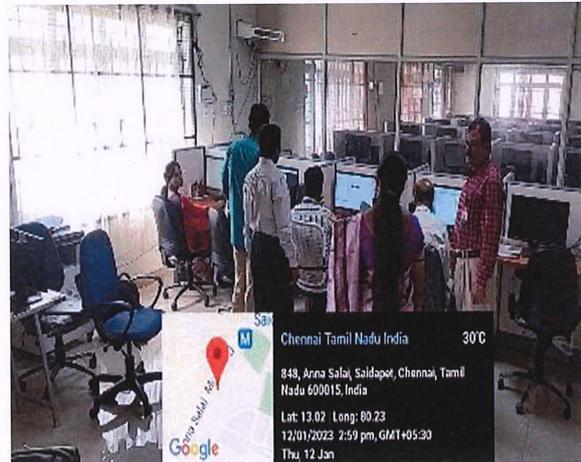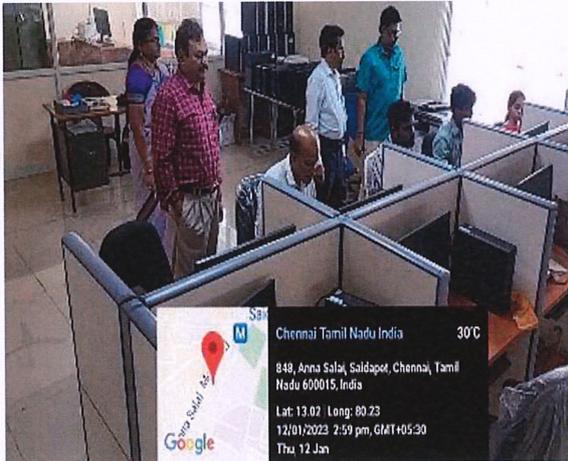# Library

Health Centre

Finance Division

Student Registration and Evaluation Division

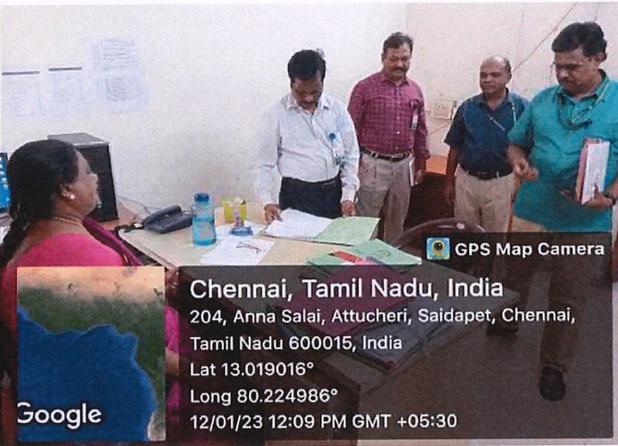# Center for University Informatics

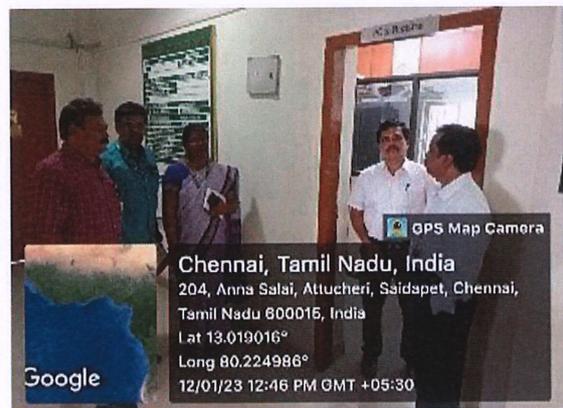# Centre for Internal Quality Assurance

Centre for Electronic Media Production and Research

Admission Section

Administration Division

Tamil Nadu Open University, Chennai

Internal Academic and Administrative (IAAA) Committee Report

Assessment Based on Information Furnished

(1) Approval from Competent Authority

S.No	Description	Available
1	2f of UGC/12 B of UGC	Yes/No
2	UGC -DEB	Yes/No
3	RCI	Yes/No
4	AICTE	Yes/No
5	NCTE	Yes/No
6	Syndicate	Yes/No
7	Academic Council	Yes/No
8	Finance Committee	Yes/No
9	Planning Board	Yes/No
10	Research Council	Yes/No
11	Boards of Studies	Yes/No
12	Minutes of Syndicate	Yes/No
13	Minutes of Academic Council	Yes/No
14	Minutes of Finance Committee	Yes/No
15	Minutes of Board of Studies	Yes/No
16	Minutes of Planning Board	Yes/No
17	Minutes of Research Council	Yes/No
18	Examination	Yes/No
19	CIQA and its meeting minutes	Yes/No
20	Placement Cell	Yes/No
21	Chairs/Centres	Yes/No
22	Language Lab	Yes/No
23	Computer Lab	Yes/No
24	Library	Yes/No
25	Student Support Services	Yes/No
26	Guest House	Yes/No
27	Anti-Ragging Committee	Yes/No
28	Internal Harassment Committee	Yes/No
29	SC/ST/OBC Cell/Scholarship Cell	Yes/No
30	Grievance Redressal Committee	Yes/No
31	Alumni Association	Yes/No
32	Office Automation	Yes/No
33	Personal Files	Yes/No

34	Budget Allocation	Yes/No
35	University Website	Yes/No
36	Biometric Attendance System	Yes/No
37	Notice board	Yes/No

(2). Other Facilities

S.No	Description	Available
1	CCTV installation	Yes/No
2	Modern Teaching aids (Projectors, LCD & Laptops)	Yes/No
3	Fire Extinguisher	Yes/No
4	Medical / Health Centre	Yes/No
5	Canteen	Yes/No
6	Sports Facility	Yes/No
7	Gym	Yes/No
8	Facilities provided to Women Employees	Yes/No
9	Vehicle Parking Facility	Yes/No
10	Photocopy Facility	Yes/No
11	Backup for Electricity Supply	Yes/No
12	Bank / ATM / Post Office	Yes/No
13	Transport Facility	Yes/No
14	Proper Sewage Disposal System	Yes/No
15	Adequate Drinking Water Facility	Yes/No
16	Solid Waste Management (Including E-Waste)	Yes/No
17	Rainwater Harvesting	Yes/No
18	Sewage Treatment Plant	Yes/No
19	Green Campus initiatives and Green Audit	Yes/No

Signature of the Audit Committee Chairman

Director
Centre for Internal Quality Assurance (CIQA)
Tamil Nadu Open University, Chennai-15.

Signature of the Registrar

Registrar
Tamil Nadu Open University
No.577, Anna Salai,
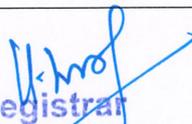Saidapet, Chennai-600 015.

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Scores for IAAA

Criteria	Metric No.	Key Indicator (KIs)	Max. marks	Marks awarded
I-Curricular Aspects	1.1	Curriculum Planning, Design and Development	60	50
	1.2	Academic Flexibility	40	24
	1.3	Curriculum Enrichment	30	26
	1.4	Feedback System	20	15
		Total	150	115
II-Teaching Learning and Evaluation	2.1	Learner Enrolment	10	8
	2.2	Catering to Learner Diversity	35	30
	2.3	Teaching-Learning Process	60	40
	2.4	Teachers and other Academics - Profile and Quality	55	45
	2.5	Evaluation Process and Reforms	40	32
	2.6	Learner Performance and Learning Outcomes	20	15
	2.7	Learner Satisfaction Survey	30	10
		Total	250	180
III-Research, Innovations and Extension	3.1	Promotion of Research and Facilities	15	10
	3.2	Resource Mobilisation for Research	15	3
	3.3	Innovation Ecosystem	35	20
	3.4	Research Publications and Awards	70	50
	3.5	Consultancy	10	3
	3.6	Extension Activities	35	25
	3.7	Collaboration	20	5
		Total	200	116
IV-Infrastructure Learning Resources	4.1	Physical Facilities	20	15
	4.2	IT Infrastructure	40	35

	4.3	Learning Resources	40	30
		Total	**100**	80
V-Learner Support & Progression	5.1	Learners Support	65	50
	5.2	Learner Progression	25	15
	5.3	Alumni Engagement	10	6
		Total	**100**	7L
VI-Governance, Leadership and Management	6.1	Institutional Vision and Leadership	10	10
	6.2	Strategy Development and Deployment	15	15
	6.3	Faculty Development / Empowerment Strategies	30	25
	6.4	Financial Management and Resource Mobilization	20	15
	6.5	Internal Quality Assurance System	25	20
		Total	**100**	85
VII-Institutional Values and Best Practices	7.1	Institutional Values and Social Responsibilities	50	40
	7.2	Best Practices	30	20
	7.3	Institutional Distinctiveness	20	15
		Total	**100**	75
		Grand Total	**1000**	772

Signature of the Audit Committee Chairman

Signature of the Registrar

TAMIL NADU OPEN UNIVERSITY
CHENNAI-600015

Academic and Administrative Audit for last 5 years

The Members of the Internal Academic and Administrative Audit team have conducted the Internal Academic and Administrative Audit for the Academic year from 2017-18 to 2021-22 (05 years) of Tamil Nadu Open University, Saidapet, Chennai-600015 on 11.01.2023 and 12.01.2023.
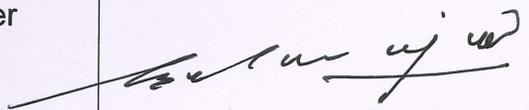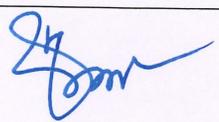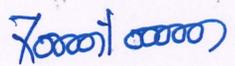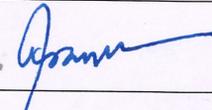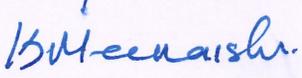
The marks obtained are _772_ out of 1000 (_77.20%_)

Observation of IAAA Committee:

1. Observed that the various Curricular Aspects and Examination, Evaluation activities are progressing periodically in various Schools and Departments of the University. The Boards of Studies (BOS) of various Schools of Study should take more care designing and developing the curriculum. Further proper care should be taken by the concerned BOS for maintaining overall quality and design the syllabus as per the industries expectations. More emphasis should be laid on introduction of new Skill based courses.

2. TNOU may take note of the fact that the enrolment in some of the academic programmes is low. It is observed that the TNOU may take appropriate steps to increase the enrolment in those academic programmes by giving more thrust to those Schools and Departments.

3. The University may make provision for involvement of industry representatives in Boards of Studies and Curricular development activities which in turn will help to develop and introduce skill-based Curriculum.

4. It is noticed that a few Schools and departments have failed to maintain the student's feedback reports. The Committee recommends to the University to insist the department concerned to collect the feedback regularly and submit to CIQA for analysis.

5. Separate mechanism to be developed for disseminating the outcome of the student's feedback analysis to the department concerned for further improvement.

6. The Faculty Members in each department needs be motivated and encouraged to actively take part in the research and publications. They should be encouraged properly to involve in consultancy and collaboration with the industry.

7. The Placement Cell needs to be more vibrant.

8. It is recommended to the University for Regular Maintenance of the administrative buildings with structured mechanism.

9. It is noticed that a few departments have failed to follow the academic calendar. The University may take note of it to bring the parity among other programmes.

10. Proper Communication flow must be ensured among different divisions of the University including Regional Centres and Learner Support Centres.

Signature of Internal Academic and Administrative Audit Committee

S.No	Name of the Members	Designation in the Committee	Signature
1	Prof.P.Thiyagarajan, Director-CIQA, TNOU	Chairman	
2	Prof.S.Balasubramanian, Professor and Director, School of Tamil and Cultural Studies, TNOU	Member	
3	Prof.M.V.Sudhakaran, Professor and Director, School of Tamil and Cultural Studies, TNOU	Member	
4	Prof.M.Manivannan, Controller of Examinations, TNOU	Member	
5	Shri.C.B.Anandan, Finance Officer, TNOU	Member	
6	Dr.R.Tamilmaran, Deputy Director, CIQA, TNOU	Member	
7	Dr.E.Kumar, Assistant Director, CIQA, TNOU	Member	
8	Dr.Ra.Ramesh, Deputy Registrar, SRED, TNOU	Member	
9	Tmt.K.Meenakshi, Assistant Registrar, SRED, TNOU	Member	

CIQA Deputy Director

Registrar

Registrar
Tamil Nadu Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.

தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University
Chennai - 600 015

Recognised by the University Grants Commission vide F.No.18-1/2015 (DEB-III)
Dated 15.09.2015 & 20.06.2017 the Government of Tamil Nadu to offer
Programmes in Formal/Non-Formal (Open) Stream.
12-B Status Granted by UGC

www.tnou.ac.in

Internal Academic & Administrative Audit (IAAA)
Report 2017-18 to 2021-22 (5 years)