



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**TAMIL NADU OPEN UNIVERSITY**

TAMIL NADU OPEN UNIVERSITY(TNOU), NO-577, ANNA SALAI, SAIDAPET  
600015

[www.tnou.ac.in](http://www.tnou.ac.in)

**SSR SUBMITTED DATE: 09-03-2023**

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**March 2023**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

TNOU was established by an Act of (No.27 of 2002) Legislature of Tamilnadu in 2002. In fact, the Tamilnadu Government through TNOU has assumed the responsibility to meet the ever-growing demands for Higher Education from diverse sections of the society, irrespective of caste, creed, religion, age, profession and habitat, in the State by way of Reaching the Unreached and Education for All and Ever at an affordable cost.

The Academic Programmes of TNOU are duly recognized by UGC-DEB, NCTE, RCI and AICTE. The University has been accorded with 12B Status of the UGC in 2016.

Initially the faculty members were selected on deputation basis and then permanent faculties and administrative staff were recruited. The academic operations were commenced in 2003-04.

In May, 2011, the Headquarters of TNOU was shifted to its own building. The first TNOU owned Regional Centre was inaugurated in December 2020.

In the Academic Year 2021-22, TNOU had 210 Learner Support Centres (LSCs) across Tamilnadu. The LSCs are linked with twelve Regional Centres (RCs) of TNOU based on jurisdiction of each RC and Headquarters for better coordination and providing academic and administrative support services to the learners.

In 2021-22, 46 full time teachers actively involved in teaching-learning activities at the University Headquarters and its Regional Centres of TNOU. The University offered 44 Under Graduate, 38 Post Graduate programmes, 13-M.Phil, 24-Ph.D, 18 PG Diploma, 46 Diploma (including Vocational Diploma) and 45 Certificate and Awareness Programmes from 2017-18 to 2021-22. As per UGC-DEB approval, the TNOU started its M.Phil. and Ph.D. programme (in Regular Mode) in 2017.

In order to provide Skill Based Education and Training to the disadvantaged groups in Tamilnadu through Community Colleges, the TNOU has been identified and issued order by the Government of Tamilnadu in 2008 (G.O.M.s.No-163 dated 22-05-2008) to offer skill development programmes.

These Skill Education and Training Programmes are now offered at Short Term, Certificate, Vocational Diploma and Advanced Vocational Diploma levels in TNOU.

Total number of learners enrolled in 2021-22 in TNOU is 27939 (including second year of PG and second and third year of UG).

### 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.**

## 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.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Policies of TNOU were framed as per the provisions of TNOU Act, Statutes, guided by the representatives from UGC, DEB, NCTE, RCI, AICTE and State and Central Governments.
- Obtained 2(f) and accorded with 12 B Status approval of UGC
- Approval from Statutory Regulatory Authorities (SRA) such as NCTE, RCI and AICTE for B.Ed., B.Ed (Special Education) and MBA respectively through Distance Mode.
- Having unique Curricular framework, Syllabi developed by stakeholders and approved by the Board of Studies, Academic Council and Syndicate.
- Well established Academic Programmes and Academic support services through Learner Support Centres.
- Offering skill development programmes through Community Colleges
- Possessing Quality SLMs, affordable programme fee and Wide network of LSCs throughout Tamilnadu.
- Fully automated e-governance system which effectively supports the Online admission, student support services and evaluation.
- Consistent growth in graduating learners ratio, the successful learners are getting appropriate placements in various organizations.
- Extending Learner Support Services (24 X 7) through TNOU website.
- State of art infrastructure facilities including buildings, computers, internet connectivity, language lab, audio-video lab and auditorium.
- Collaboration with CEMCA and COL
- Facilitating learners for obtaining Scholarships from various Central and State Government agencies.
- Offering TNOU Research Fellowship for Research Scholars.

- Providing conducive learning environment at University, Regional Centres and LSCs.
- Availability of dedicated teaching and administrative staff to ensure uninterrupted quality educational services to the learners.
- Quality Self Learning Materials (SLMs) are produced and disseminated on time. Further, the University produces the SLMs in Regional Language also for most of the subjects of study.
- Duly appointed faculty members, officers, and support staff are available at Headquarters and Regional Centres. Majority of the faculty members (87%) are doctoral degree holders.
- Qualified Academic Counsellors at the LSCs.
- ICT enabled counselling sessions.
- Availability of wide network of LSCs covering the remote and rural areas.
- Offering free education to the transgender, jail inmates and persons with disabilities.
- Student portal and mobile app for various academic and administrative functions including grievances redressal.
- Implementation of CBCS.
- Registered alumni association to support the university activities.

### **Institutional Weakness**

- TNOU was not able to access RUSA Projects for boosting up the activities, as Open Universities are not included in the RUSA funding scheme.
- Not achieved 100 per cent e-governance to strengthen the data base management to address dropouts effectively.
- Lack of optimum utilization of resources of alumni.
- Challenge in promoting research projects and studies.
- Hindrance in claiming Central government schemes due to non-availability of NAAC & NIRF.
- Adequate faculty is required to diversify academic programmes.
- Library development and utilization are limited because of non-availability of on-campus students.
- Constraints in introducing Degree programmes – particularly in teacher education, health education, legal studies, and technical education due to existing regulatory norms.
- TNOU follows self-sustaining system in carrying out infrastructure development and recruitment of academic faculties with minimal assistance of Government which restricts adequate faculty recruitment.

### **Institutional Opportunity**

- Scope for expansion of ODL & OL to enhance GER.
- Introduction of New Vocational programmes, Skill development initiatives and Short Term courses as per the region-specific requirements.
- Efforts to expedite the Institution-Industry Collaboration in every part of the State in providing higher education facilities including skill-based courses which promote education and employability opportunities.
- Recruiting faculty members and non-teaching staff members as per the man power requirements after obtaining approval from the Statutory and Regulatory Authorities.
- Providing avenues to the learners hailing from socially and economically weaker sections for skilling, up- skilling and re-skilling to lead better livelihood.

- Designing, Developing and Delivering innovative Vocational education programmes for inculcating employability skills and guiding them for creating entrepreneurs.
- Creating a linkage with industries and academia for promoting the academic programmes of TNOU among the students and who are in employment.
- Nurturing culture for innovation, consultancy and research.
- Creating work culture for obtaining Copy Right and Patent right for innovation and creative idea & knowledge.
- Conducting series of in-house training and development programmes for building the competencies of faculty members after identifying training needs.
- Focus on faculty exchange programme with other HEIs utilizing ICT facilities and research activities
- Tie up with other organizations /agencies for promoting diploma and skill orientated programmes to enhance the employability skills.
- Creating conducive environment for all stakeholders of the university
- Endeavoring to conduct various outreach programmes to the society for creating awareness among the people on pursuing higher education.
- Initiating to bring out the funds from various sponsored agencies and higher bodies
- Adopting New and emerging technologies for delivering the academic programmes
- Fostering Outcome based multi-disciplinary research programme for the benefit of local community of the various parts of the state.
- Appointment of more number of faculty to fulfil the UGC norms requirements.

### **Institutional Challenge**

- Dependency on rendering academic services from Learner Support Centres in all aspects.
- Redressal of grievances of various issues from all the stakeholders on time
- Developing quality SLMs at the stipulated period while going for CBCS for all academic programmes.
- Facing problems in making e-documentation and records for administrative purpose.
- Hurdles in using ICT based intervention in the programme delivery mechanism.
- Taking steps to reduce the dropouts
- Registering and strengthening alumni association and seeking Alumni support for all the major activities of the University.
- Imparting Vocational education to the people of rural and remote areas and encouraging them to be self-reliant.
- Applying the new and emerging technologies in conducting examination and evaluation system for transparency.
- Revamping the curriculum development to reach the international standard and developing the quality of study materials.
- Misconstrued perception about Open University system which created the stigma among the public about the recognition of the degrees awarded by the TNOU on par with other Distance Education Institutions. To overcome these, TNOU has followings options:
  - Tamil Nadu Government Order stating that the Degrees issued by TNOU are eligible for promotion, employment, higher studies on par with any State Conventional University.
  - Abolition of earlier practice of admitting non 10+2 students to TNOU UG Degree Programmes and non degree holders to TNOU PG Degree Programme on the UGC directions makes TNOU a prestigious institution.
  - Introduction of Research Fellowship to the TNOU Research Scholars on par with Conventional Universities of India.

- Organising Academic Counselling, Practical and Assignments work at University affiliated Colleges by approving them as TNOU Learners Support Centres.
- Conducting Job Melas for TNOU students on par with Regular Universities in the State.
- Coping with the ever-changing technology for delivering the Academic Programmes and ensuring equitable services to the large number of learners.
- Motivating the learners for moving towards successful completion of their Academic Programme.

## 1.3 CRITERIA WISE SUMMARY

### Learner Support and Progression

The learner support facilities perform a pivotal role in the teaching-learning-evaluation process. The learners' social, cultural, ethnic, geographical, economic and psychological backgrounds reveal multiplicity as well as compositeness. The focus on providing access is to freeing learners from the constraints of time and place and offering flexible learning opportunities to individuals and groups of learners.

The promotional activities utilize conventional and technological media to create awareness on the various aspects of the programmes of TNOU amongst the prospective learners.

Pre-admission counseling are given to the prospective learners about the ODL System, programmes, eligibility, admission fee and modes, scope of the programme, LSCs in the region, other academic support.

The TNOU encourages prospective learners to enroll through the online admission system. The Study materials are distributed through postal services / in person. Online tracking system of SLM delivery is also provided through student portal. The academic activities are disseminated through TNOU mobile app and student portal in the TNOU website.

The queries of learners on academic and administrative issues are attended over modes like online and offline help desk, social media, etc. The grievances of learners are timely redressed at HQ, Regional Centres and LSCs. Fee waiver facility for the differently abled persons, jail inmates, SC/ST are provided. The TNOU has been conducting many placement drives for creating employability opportunities to the TNOU learners with many organizations.

**Learner progression:** The examination and evaluation include pre-examination and post examination procedure. The entire examination process occurs without any deviation. During the pandemic period the examination was conducted online as per the guidelines.

**The Alumni Cell** of the University has been actively functioning in supporting the academic and social obligations of TNOU. However, the Alumni association was registered on 14th December 2022; it impresses upon the university to focus more on dissemination of knowledge. The Cell arranges for maintaining harmony, supporting cultural events, and placements.

### Curricular Aspects

The Curriculum Development in TNOU ranges from the areas of core/basic and applied knowledge in social,

natural sciences and humanities to professional development, vocational education and skill development.

The academic programmes of TNOU have well-defined programme objectives, and programme outcomes aligned with the vision and mission of the University. The courses of the programmes are related to the local, national, regional and global issues like environment, sustainability, human values, gender, professional ethics, etc.

The design and development of the curriculum is a democratic process with the entire faculty contributing to the introduction, innovation, and revision of the syllabi. Curriculum review is taken up at regular intervals to keep pace with the developments in respective fields. The professional as well as the other academic programmes are designed to enhance knowledge, employability, creating awareness, developing life skills, and incorporating components like project work, field work, internships, lab based practical, etc. The university offers 232 programmes, from research to certificate programme in various disciplines approved by UGC. The academic programmes, like M.B.A., B.Ed., and B.Ed (Special Education) have approval from its respective Statutory Regulatory Authority. The University looks forward to more flexibility in credit transfer in the succeeding academic sessions with the introduction of the Choice Based Credit System in its degree programmes. All the SLMs are being revised in accordance with UGC Regulations.

The schools of study design their curricula, teaching-learning resource materials, and feedback systems with approval of the Syndicate, Academic Council, Boards of Studies and Curriculum Development Centre. The University has introduced new programmes like the Arts, Professional, Science Programmes etc., incorporating practical experience.

The culture of academic freedom and flexibility provides scope for introducing innovations in the curriculum. There is a mechanism towards modular approach to curriculum implementation and it has drawn special attention to vocational education.

The University also permits lateral entry in different programmes by Credit Transfer System and direct entry or lateral entry to second year. TNOU has launched a bouquet of courses providing with an opportunity to understand and categorize as core, elective, foundation, ability and skill enhancement, and analyze cross-cutting issues.

### **Teaching-learning and Evaluation**

The motto of TNOU is Education for All. The University is always keen to expand its reach to cater to the needs of the rural / remote, Persons with Disability, women and other disadvantaged people like SC/ ST/OBC/ Transgender through its quality academic content. The teaching-learning involves blending of Self-learning Material, face-to-face counselling, and counselling through ICT Tools which adopt the various digital modes. Counselling through technology includes online counselling through various social media platforms.

Programme objectives, Programme specific outcomes, Programme outcomes, and course objectives and outcomes for all the programmes displayed on various platforms for exposure to faculty and learners and these are integrated into the assessment process.

The faculties design curricula and write/ edit the SLMs and e-SLM which are further supported by audio-visual resources to promote an individualised, creative and dynamic learning eco-system. These SLMs are updated on the recommendations of respective BoS. For the benefit of the learners, the SLMs are made available through

the university website. Besides, their routine activities, the faculty members engage themselves in national-international programmes and publications, orientation / refresher programmes in the pursuit of upgradation.

The Academic Planner is drawn on time and communicated to the learners, RCs, LSCs through the University website. The University conducts induction programmes for the new learners (off-line and online) for creating awareness about the University and its programmes/courses, support services, evaluation systems.

The student Portal is updated regularly to provide all relevant information to the registered learners. TNOU Mobile app is also developed for passing academic communication to learners.

The Grievance Redressal Cell is responsible for looking after grievances/complaints from learners and other stakeholders. The cell receives the grievance through mail, post, telephone call, social platform like whatsapp, telegram or by personal visit and redresses quickly.

The University has adopted admission procedure, programme structure, learners support, examination methodology and various methods of evaluation process as per the Common Regulations for TNOU academic programmes. The Examination section has overhauled the entire pre, during and post- examination processes for ensuring confidentiality, consistency and timely assessments of assignment and term-end examinations.

### **Research, Innovations and Extension**

TNOU continuously promotes and provides necessary support for research work. It has a well-defined policy for promotion of systemic and discipline-based research. The results of the project study should have implications for the economic and social development.

Policies for promotion of research encourage and enable to publish research papers in quality journals, National and International Seminars, Conferences and Workshops. It also encourages connecting with industries for collaborative Research. It also fosters research excellence into career promotion opportunities of the faculty and Scholars.

The faculty are encouraged to present their papers in the discipline specific as well as the ODL-related seminar/conference/ workshop at the international/national/ state levels for their professional development.

The TNOU Regulations for MPhil/ PhD degree 2020 have been framed in compliance with UGC (Minimum Standards and Procedures of Award of M.Phil./ PhD Degrees) Regulations 2016.

The purpose of Research Advisory Committee is to enhance the long-term quality and quantity of research related activities by recognizing the key areas. The Research Mobilization Policy is framed to promote the research activities.

The University has formed a publication committee and ethics committee for regulating framework of research. It focuses on compliance with Legislation, Guidelines and Codes, Ethics for research involving Human Participation, Promotion of academic integrity and prevention of plagiarism.

The university offers M.Phil., and PhD programmes as per the UGC PhD Regulations with Government order of Tamilnadu from 2018 and they are conducted in regular mode. A total of 22 research scholars have been awarded PhD degrees. A total of 35 faculty members are engaged in research supervision.



The faculty of TNOU has received Rs.12.68 Lakhs by taking up the research project through ICSSR., PMUBA, PMMMNMTT Scheme/MHRD/GOI and TADHCO. A faculty member has been awarded one patent.

Over 382 research papers are published in ISSN approved journals, 98 books/chapters in edited volumes, 205 units of SLM are developed by the faculty.

A number of extension activities are carried out. Awards conferred for invaluable services of the faculties and the university. A total of 32 MoUs signed with various institutions and industries respectively for sharing of knowledge and skills.

### **Infrastructure and Learning Resources**

In TNOU reasonably good instructional and infrastructural facilities are developed. The University offers its services through 12 RCs and 210 LSCs across the state.

TNOU has 1.94 Acre having three separate buildings namely Administrative Building, Academic Building and Material Storage and Dispatch Building.

The Administrative Building is a seven storied (G+7) building with a built-up plinth area of 7632 sq.mt. It houses the various administrative divisions of the University. It consists of a Reception, Students waiting lobby, Admission section, the Tapal section, SSSD and CIQA. The office of Vice-chancellor is on the third floor and office of Registrar and Administrative Divisions are on the fourth floor. Finance Division, Centre for Electronic Media Production and Research (CEMPR), Centre for Online Learning (COL) and the Centre for University Informatics (CUI). Various cells are functioning in the administrative building.

The Academic Block is a five storied (G+5) building with a built area of 8495 sq.mt. The Academic Block houses the various Schools of Study, library, Students Registration and Evaluation Division (SRED) including Controller of Examinations, the Central Valuation Hall and Convocation Hall. The MPDD and guest house are housed in Material Storage and Dispatch Building.

All the premises are provided with purified RO drinking water facility, separate washroom for Men and Women. The internet and wi-fi connectivity are available with NKN and BSNL, along with desktop, lab tap and photocopiers. Ramp, Lift, Fire safety equipment, fire auto alarm system, UPS and generator facilities are available.

Regional Centres (RCs) are equipped with ICT facilities including computers, photocopiers, scanners, printers, telephone /internet connections and welfare facilities. Villupuram RC, with own building, also houses a Constituent Community College.

TNOU has developed its own END to END office automation system for all its academic and administrative functions. The library is fully automated.

The academic information dissemination and student support services to the learners are provided, through mobile app and student portal.

### **Governance, Leadership and Management**

The University has its mechanism of governance as per the provisions of Act and Statutes to achieve vision, mission and objectives in all its academic and administrative activities.

The Regulatory Body of the University has the Syndicate, an apex body, and other Statutory Bodies namely, Planning Board, Academic Council and Finance Committee. The statutory bodies consist of members from government, external and internal members to ensure participatory decision making.

The Board of Studies frames curriculum and other statutory committees provide recommendation for the relevant academic and administrative functions. All the statutory and non-statutory committees of the university place their recommendations and proposals in the Syndicate for approval / reporting.

Strategic plans are prepared, and their execution monitored during the meetings of all Statutory Bodies.

e-Governance system is implemented with support of outsourced organization for development, Administration, Finance, Admission, Library, Student Supports, LMS and Examination.

The TNOU has a three-tier system in which the LSCs support and execute the academic and administrative services.

The participative management system is helpful to design the plans by providing valuable inputs.

TNOU has Students' Grievance Redressal Cell which provides appropriate solutions to the learners within stipulated period. It ensures students and stakeholders participation in the system.

The university prepares the strategic plan for moving towards vision and mission of the university.

The recruitment and performance appraisal system for teaching and non-teaching staff members are conducted as per the applicable norms and regulations of the UGC and approved by the State government.

All the financial activities of the University are carried out in accordance with the Finance Rules. Performance audit is a regular feature. University has well established procedure and norms in consonance with the rules of government for the proper and optimal utilization of resources.

The TNOU has offered a wide range of welfare measures for the employees for the mutual benefit of employees.

### **Institutional Values and Best Practices**

TNOU takes initiatives for the empowerment of learners. The University provides opportunities in all activities for the women employees and students. The women student enrollment is 55% during the last five years which is higher than the male student enrollment, in almost all the programmes. The Women Cell looks after the empowerment of women especially in issues related to gender. The University focuses on Gender equity and sensitization through various Degree programmes and non-academic programmes. In addition, the various seminar / workshop / other programmes including ICT related are conducted for making awareness and gaining the knowledge among female learners.

TNOU key operations have impact on the environment in which waste management system has been

effectively adopted to protect the conducive environment. Waste disposal includes the activities and actions required to manage waste from its inception to its final disposal. The awareness programmes are conducted related to the proper waste management practices including E-waste through lectures, advertisement on notice boards, slogan boards in the campus.

TNOU provides an inclusive environment with tolerance and harmony towards cultural, regional, linguistics, communal, socio-economic and other diversities. TNOU sensitizes the learners and the employees to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enable them to conduct as responsible citizens. The university organised many programmes for conducting awareness campaigns and constitutional obligations of Universal values, National values, and regional integration at Headquarters / Regional Centres / LSCs. The various cells of the University have been functioning towards creating positive interaction among people from different racial and cultural backgrounds. The university focuses on empowerment of socially marginalized groups like prison inmates, rural and tribal populations by imparting requisite skills.

The university commemorates the birth / death anniversaries of great Indian personalities for which many chairs have been created. TNOU adopts an innovative, flexible skill training for the unemployed and employed, which encourages rural learners. The University has established its distinctive approach towards this comprehensive vision like Excellence in Academic Innovations and Knowledge through Global Research.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the University	
Name	TAMIL NADU OPEN UNIVERSITY
Address	Tamil Nadu Open University(TNOU), No-577, Anna Salai, Saidapet
City	Chennai
State	Tamil Nadu
Pin	600015
Website	<a href="http://www.tnou.ac.in">www.tnou.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Vice Chancellor	S. Arumugam	044-24306644	9443645254	044-24306640	registrartnou@gmail.com
IQAC / CIQA coordinator	P Thiyagarajan	044-24306633	9445611231	044-24306640	tnouciqa@gmail.com

Nature of University	
Nature of University	State University

Type of University	
Type of University	Unitary

Establishment Details	
Establishment Date of the University	26-05-2002
Status Prior to Establishment,If applicable	

<b>Recognition Details</b>		
<b>Date of Recognition as a University by UGC or Any Other National Agency :</b>		
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>
2f of UGC	20-08-2004	<a href="#">View Document</a>
12B of UGC	05-01-2016	<a href="#">View Document</a>

<b>University with Potential for Excellence</b>	
Is the University Recognised as a University with Potential for Excellence (UPE) by the UGC?	No

<b>Nature of University :</b>	
<b>Name of Act</b>	<b>Act No</b>
Created by an Act of State Legislature	TNOU ACT 27 OF 2002

<b>Territorial Jurisdiction of the Open University :</b>
As per TNOU Act No.27 of 2002, Chapter-II, 3(3), the HQs of University shall be located at Chennai and it may establish Regional Centres and Study Centres at such other places in Tamilnadu, other State of the Indian Union and outside the country as it may deem fit. However, as per UGC-ODL Regulations-2017, the TNOU restricts its Territorial Jurisdiction only in the State of Tamilnadu.

<b>Location, Area and Activity of Campus</b>							
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>	<b>Programmes Offered</b>	<b>Date of Establishment</b>	<b>Date of Recognition by UGC/MHRD</b>
Main campus	Tamil Nadu Open University (TNOU), No-577, Anna Salai, Saidapet	Urban	1.94	18681	MPHIL, PHD, BCCJN, BECS, BBEN, BEGS, BHYS, BHRN, BAISN, BPPS, BPAS, BSOS, BTMN, BTTSS, BBAS, BBAMN, BCAS, BCOS, BBCAN, BLTN, BBOTS, BCHES, BSCSS, BGEOS, BSADS, BMSS, BMIAS, BPHYS, BSYS, BVCS, BZOS, BSWS, BDTSS, BBEN, BBEGN, BHM, BUR, BBACN, BBARN, BMCAN,		
<i>Regional</i>	<i>Tnou Ad</i>	<i>Urban</i>	<i>0.00918</i>	<i>37.16</i>	<i>BCCJN,</i>	<i>25-06-2013</i>	<i>14-08-2018</i>

<i>Centres</i>	<i>ministrative Block, 577, Anna Salai, Saidapet, Chennai-600015</i>				<i>BECS, BBEN, BEGS, BHYS, BHRN, BAISN, BPPS, BPAS, BSOS, BTMN, BTSS, BBAS, BBAMN, BCAS, BCOS, BBCAN, BLTN, BBOTS, BCHES, BSCSS, BGEOS, BSADS, BMSS, BMIAS, BPHYS, BSYS, BVCS, BZOS, BSWS, BDTSS, BBEN, BBEGN, BHM, BUR, BBACN, BBARN, BMCAN, BCMAF, BCMBM</i>		
<i>Regional Centres</i>	<i>Kpr College Arts, Science And Research, Administrative</i>	<i>Urban</i>	<i>0.0459</i>	<i>185.8</i>	<i>OBCCJN, BECS, BBEN, BEGS, BHYS, BHRN, BPPS, BPAS,</i>	<i>18-05-2012</i>	<i>14-08-2018</i>

	<i>Block, Arasur Post, Co imbator e-64140 7</i>				<i>BSOS, BTMN, BTTSS, BBAS, BBAMN, BCAS, BCOS, BBCAN, BLTN, BBOTS, BCHES, BSCSS, BGEOS, BSADS, BMSS, BPHYS, BSYS, BZOS, BSWS, BDTSS, BBEN, BBEGN, BHM, BUR, BBACN, BBARN, BMCAN, BCMAF, BCMBM, BCMCS, BED, SEDS,</i>		
<i>Regional Centres</i>	<i>Mechanical Block, Government Engineering College, Dharmapuri-636 704</i>	<i>Rural</i>	<i>0.0275</i>	<i>111.48</i>	<i>OBCCJN, BECS, BBEN, BEGS, BHYS, BHRN, BPPS, BPAS, BSOS, BTMN, BTTSS, BBAS, BBAMN, BCAS, BCOS,</i>	<i>25-06-2013</i>	<i>14-08-2018</i>



					<i>BBCAN, BLTN, BBOTS, BCHES, BSCSS, BGEOS, BSADS, BMSS, BPHYS, BSYS, BZOS, BSWS, BDTSS, BBEN, BBEGN, BHM, BUR, BBACN, BBARN, BMCAN, BCMAF, BCMBM, BCMCS, BED, SEDS,</i>		
<i>Regional Centres</i>	<i>Jeyam Building , Nagam alaipud ukottai, Madurai -625019</i>	<i>Urban</i>	<i>0.01193</i>	<i>48.3</i>	<i>OBCCJN, BECS, BBEN, BEGS, BHYS, BHRN, BPPS, BPAS, BSOS, BTMN, BTSS, BBAS, BBAMN, BCAS, BCOS, BBCAN, BLTN, BBOTS, BCHES, BSCSS, BGEOS, BSADS,</i>	<i>25-06-2013</i>	<i>14-08-2018</i>

					<i>BMSS, BPHYS, BSYS, BZOS, BSWS, BDTSS, BBEN, BBEGN, BHM, BUR, BBACN, BBARN, BMCAN, BCMAF, BCMBM, BCMCS, BED, SEDS,</i>		
<i>Regional Centres</i>	<i>No-23, Li Structure, Vel ayudam Nagar, Kumbak onam Main Road, M ayiladut hurai - 609001</i>	<i>Rural</i>	<i>0.0482</i>	<i>195.96</i>	<i>OBCCJN, BECS, BBEN, BEGS, BHYS, BHRN, BPPS, BPAS, BSOS, BTMN, BTTSS, BBAS, BBAMN, BCAS, BCOS, BBCAN, BLTN, BBOTS, BCHES, BSCSS, BGEOS, BSADS, BMSS, BPHYS, BSYS, BZOS, BSWS, BDTSS, BBEN,</i>	<i>11-10-2021</i>	<i>01-01-2022</i>

					BBEGN, BHM, BUR, BBACN, BBARN, BMCAN, BCMAF, BCMBM, BCMCS, BED, SEDS,		
<i>Regional Centres</i>	<i>Susy Villa, No. 7/403, Good Hope Compound, Donnington Road, Kothagiri - 643217</i>	<i>Hill</i>	<i>0.00114</i>	<i>46.45</i>	<i>OBECs, BBOTs, BEGS, BHYS, BMSS, BGEOS, BSWS, BCOS, BBCAN, BBAS, BBACN, BCAS, BSCSS, BPHYS, MECN, MBOTN, MHYS, MEGN, MMSS, MASWS, MTTSS, MALN, MCA, MSCS, MPHYS</i>	<i>26-04-2017</i>	<i>14-08-2018</i>
<i>Regional Centres</i>	<i>Old No. 7, New No. 4, Thiruvalluvar Street, Subramaniya Nagar, Salem - 636005</i>	<i>Urban</i>	<i>0.02</i>	<i>83.61</i>	<i>OBCCJN, BECS, BBEN, BEGS, BHYS, BHRN, BPPS, BPAS, BSOS, BTMN, BTSS,</i>	<i>11-10-2021</i>	<i>01-01-2022</i>

					<i>BBAS,  BBAMN,  BCAS,  BCOS,  BBCAN,  BLTN,  BBOTS,  BCHES,  BSCSS,  BGEOS,  BSADS,  BMSS,  BPHYS,  BSYS,  BZOS,  BSWS,  BDTSS,  BBEN,  BBEGN,  BHM,  BUR,  BBACN,  BBARN,  BMCAN,  BCMAF,  BCMBM,  BCMCS,  BED,  SEDS,</i>		
<i>Regional Centres</i>	<i>No. 591, Thirupat tur Main Road, K anjirang al, Sivag angai - 630562</i>	<i>Rural</i>	<i>0.036</i>	<i>145.85</i>	<i>OBCCJN,  BECS,  BBEN,  BEGS,  BHYS,  BHRN,  BPPS,  BPAS,  BSOS,  BTMN,  BTSS,  BBAS,  BBAMN,  BCAS,  BCOS,  BBCAN,  BLTN,  BBOTS,</i>	<i>11-10-2021</i>	<i>01-01-2022</i>

					<i>BCHES, BSCSS, BGEOS, BSADS, BMSS, BPHYS, BSYS, BZOS, BSWS, BDTSS, BBEN, BBEGN, BHM, BUR, BBACN, BBARN, BMCAN, BCMAF, BCMBM, BCMCS, BED, SEDS,</i>		
<i>Regional Centres</i>	<i>No. 32G, Gandhi Nagar Bye Pass, Ve ttavalam Road, Ti ruvanna malai - 606601</i>	<i>Rural</i>	<i>0.016</i>	<i>65.23</i>	<i>OBCCJN, BECS, BBEN, BEGS, BHYS, BHRN, BPPS, BPAS, BSOS, BTMN, BTTSS, BBAS, BBAMN, BCAS, BCOS, BBCAN, BLTN, BBOTS, BCHES, BSCSS, BGEOS, BSADS, BMSS, BPHYS, BSYS,</i>	<i>11-10-2021</i>	<i>01-01-2022</i>

					<i>BZOS, BSWS, BDTSS, BBEN, BBEGN, BHM, BUR, BBACN, BBARN, BMCAN, BCMAF, BCMBM, BCMCS, BED, SEDS,</i>		
<i>Regional Centres</i>	<i>No. 15D, Mc Donalds Road, K alairan gam Comple x, Conto nenment , Tiruchi rapalli - 620001</i>	<i>Urban</i>	<i>0.0275</i>	<i>111.48</i>	<i>OBCCJN, BECS, BBEN, BEGS, BHYS, BHRN, BPPS, BPAS, BSOS, BTMN, BTSS, BBAS, BBAMN, BCAS, BCOS, BBCAN, BLTN, BBOTS, BCHES, BSCSS, BGEOS, BSADS, BMSS, BPHYS, BSYS, BZOS, BSWS, BDTSS, BBEN, BBEGN, BHM, BUR,</i>	<i>18-05-2012</i>	<i>14-08-2018</i>

					BBACN, BBARN, BMCAN, BCMAF, BCMBM, BCMCS, BED, SEDS,		
Regional Centres	No. 37, Jothi Nagar North Street, P alayamk ottai, Ti runelvel i - 627002	Urban	0.0275	111.48	OBCCJN, BECS, BBEN, BEGS, BHYS, BHRN, BPPS, BPAS, BSOS, BTMN, BTTSS, BBAS, BBAMN, BCAS, BCOS, BBCAN, BLTN, BBOTS, BCHES, BSCSS, BGEOS, BSADS, BMSS, BPHYS, BSYS, BZOS, BSWS, BDTSS, BBEN, BBEGN, BHM, BUR, BBACN, BBARN, BMCAN, BCMAF, BCMBM, BCMCS, BED,	03-07-2017	14-08-2018

					<i>SEDS</i>		
<i>Regional Centres</i>	<i>No. 101, Surveyor Nagar, Salamedu, Kandamanadi Post, Viluppuram - 605401</i>	<i>Semi-urban</i>	<i>1.125</i>	<i>4554</i>	<i>OBCCJN, BECS, BBEN, BEGS, BHYS, BHRN, BPAS, BSOS, BTMN, BTTSS, BBAS, BBAMN, BCAS, BCOS, BBCAN, BLTN, BBOTS, BCHES, BSCSS, BGEOS, BSADS, BMSS, BPHYS, BSYS, BZOS, BSWS, BDTSS, BBEN, BBEGN, BHM, BUR, BBACN, BBARN, BMCAN, BCMAF, BCMBM, BCMCS, BED, SEDS,</i>	<i>26-04-2017</i>	<i>14-08-2018</i>

## 2.2 ACADEMIC INFORMATION

### Affiliated Institutions to the University



Type of Colleges	Permanent	Temporary	Total
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**Furnish the Details of Colleges of University**

Type Of Colleges	Numbers
Constituent Colleges	0
Affiliated Colleges	0
Colleges Under 2(f)	0
Colleges Under 2(f) and 12B	0
NAAC Accredited Colleges	0
Colleges with Potential for Excellence(UGC)	0
Autonomous Colleges	0
Colleges with Postgraduate Departments	0
Colleges with Research Departments	0
University Recognized Research Institutes/Centers	0

Is the University Offering any Programmes Recognised by any Statutory Regulatory Authority (SRA)	: Yes										
<table border="1"> <thead> <tr> <th>SRA program</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>AICTE</td> <td><a href="#">106245_4793_1_1671002226.pdf</a></td> </tr> <tr> <td>NCTE</td> <td><a href="#">106245_4793_4_1659526726.pdf</a></td> </tr> <tr> <td>RCI</td> <td><a href="#">106245_4793_19_1670997500.pdf</a></td> </tr> <tr> <td>DEB-UGC</td> <td><a href="#">106245_4793_21_1659528113.pdf</a></td> </tr> </tbody> </table>	SRA program	Document	AICTE	<a href="#">106245_4793_1_1671002226.pdf</a>	NCTE	<a href="#">106245_4793_4_1659526726.pdf</a>	RCI	<a href="#">106245_4793_19_1670997500.pdf</a>	DEB-UGC	<a href="#">106245_4793_21_1659528113.pdf</a>	
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RCI	<a href="#">106245_4793_19_1670997500.pdf</a>										
DEB-UGC	<a href="#">106245_4793_21_1659528113.pdf</a>										

**Details Of Teaching & Non-Teaching Staff Of University**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned	10				10				85			
Recruited	5	1	0	6	3	3	0	6	23	9	0	32
Yet to Recruit	4				4				53			
On Contract	0	0	0	0	0	0	0	0	0	3	0	3

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned				59
Recruited	30	23	0	53
Yet to Recruit				6
On Contract	56	58	0	114

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned				14
Recruited	9	5	0	14
Yet to Recruit				0
On Contract	0	0	0	0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	5	1	0	3	2	0	22	6	0	39
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	1	4	0	5
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

**Distinguished Academicians Appointed As**

	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Emeritus Professor	0	0	0	0
Adjunct Professor	0	0	0	0
Visiting Professor	0	0	0	0

**Chairs Instituted by the University**

<b>Sl.No</b>	<b>Name of the Department</b>	<b>Name of the Chair</b>	<b>Name of the Sponsor Organisation/Agency</b>
1	Tamil and Cultural Studies	Anna Chair	TNOU
2	Tamil and Cultural Studies	Thiruvalluvar Chair	Mayilai Thiruvalluvar Tamil Sangam Chennai
3	Social Sciences	Periyar Chair	TNOU

**Provide the Following Details of Students Enrolled in the University During the Current Academic Year**

Programme		From the State Where University is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	7316	0	0	0	7316
	Female	4058	0	0	0	4058
	Others	0	0	0	0	0
PG	Male	1528	0	0	0	1528
	Female	1994	0	0	0	1994
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	13	0	0	0	13
	Female	7	0	0	0	7
	Others	0	0	0	0	0
Diploma	Male	261	0	0	0	261
	Female	1414	0	0	0	1414
	Others	0	0	0	0	0
Certificate / Awareness	Male	380	0	0	0	380
	Female	312	0	0	0	312
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	3	0	0	0	3
	Female	0	0	0	0	0
	Others	0	0	0	0	0

<b>Does the University offer any Integrated Programmes?</b>	No
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**Details of UGC Human Resource Development Centre, If applicable**

Year of Establishment	Nil
Number of UGC Orientation Programmes	0
Number of UGC Refresher Course	0
Number of University's own Programmes	0
Total Number of Programmes Conducted (last five years)	0

**Details of programmes offered by the Open University (Give data for preceding academic year)**

Sl.No	Program me Level	Name of the Progra mme	Duration In Month	Entry Qua lification	Medium of instructio n	Student strength	No.of students admitted
1	Awareness	CPT	3	HSc	English + Tamil	1000	229
2	Under Graduate	UG	36	HSC	English + Tamil	20000	11374
3	Certificate	CED	6	HSc	English + Tamil	5000	341
4	Diploma	VDIP	12	SSLC	English + Tamil	5000	1797
5	Post-Graduate	PG	24	UG	English + Tamil	10000	3522
6	MPhil	MPhil	24	PG	English + Tamil	200	3
7	PhD	PhD	48	PG	English + Tamil	300	20
<b>Total</b>			153			41500	17286

**Details of Sponsored programmes (if any)**

Sl.No	Sponsored programmes offered	Name of the Sponsoring Agency	Student Strength

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	TNOU following the philosophy of NEP 2020 has
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adopted multidisciplinary approach; has provision for multiple entry and exit; choice-based credit system; vocational and skill-oriented courses; ability enhancement and value-added courses; etc. in its degree programmes. Further, TNOU has implemented semester system in its UG and PG degree programmes. Every academic programme offered in TNOU allows its learners to learn the courses from the different disciplines of their own choices. All the learners have options to choose courses in English, Indian language, Social Sciences and Sciences. In other words, a learner need not confine to only a particular discipline; but can pursue the other courses from other disciplines offered by other schools of study. The curriculum of the TNOU academic programmes incorporates and integrates inputs from other disciplines with intention of giving interdisciplinary knowledge. Environmental studies are a compulsory course for all UG programmes of TNOU. Vocational courses have been designed in UG Programme structure by allotting credit to ensure that all students take one vocational course before graduating. The provision for multiple entry, multiple exits are made available to TNOU students. For example, after completing the first-year programme of Master of Computer Applications, he /she will be given Post Graduate Diploma in Computer Applications (PGDCA) in TNOU. The TNOU has taken initiatives to offer credits to the learners who take up small projects that help the local community. The concept of open and distance learning drives the vision and mission of TNOU that allows learners to pursue the academic programmes irrespective of age, gender, region, profession and so on.

2. Academic bank of credits (ABC):

Tamil Nadu Open University (TNOU) has registered itself in the National Academic Depository (NAD) and Academic Bank of Credits (ABC) (<https://www.abc.gov.in>) under the Digi Locker Framework to enable credit mobility. The ABC digitally stores the academic credits earned by the students and supplies appropriate data to the institutions to award degrees, PG diplomas / diplomas and certificates as earned by the students, over a period of time. A Training Workshop was conducted on 24th November 2022 for the creation of the Academic Bank of Credits ID through Digi locker portal. The Training Workshop was conducted by

Shri Gaurav Khare, National e-Governance Division (NeGD) through Online platform. Shri Gaurav Khare has insisted to create the ABC IDs from the Academic Year 2021-22 Batch students onwards. Based on that, TNOU has taken initiatives to implement the ABC. E-Circular has been sent to the students admitted in the Academic Year 2021-22, Calendar Year 2022, Academic Year 2022-23 to register themselves on the ABC Portal. TNOU has incorporated this information in all its notifications, Brochure and web link in our website. Students have already started creating their ABC IDs. TNOU adopts standardized curricula for all its programmes based on feedback from all its stakeholders and updates periodically. Curriculum Development Centre (CDC) of TNOU takes care of curricula planning and implements strategies, develops innovative academic programmes as per the UGC Regulations, TANSCHÉ guidelines, and accomplishes the objectives of the University. The Board of Studies is constituted for all the programmes comprising subject experts, industry representative and alumni. It decides the curricular and pedagogical approaches, content selection, Self-Learning Material (SLM) preparation, delivery mechanism, assignments and suitable formative and diagnostic assessments and an evaluation framework. The faculties are provided frequent orientation and workshops in curriculum designing and SLM preparation. The Learner Centric approach is followed in preparing SLM. Immigrants are also permitted to join and continue their education in TNOU. The TNOU has a vision to enter into an understanding with universities abroad for collaboration and credit transfer of immigrants.

### 3. Skill development:

TNOU has been offering Skill Development Programmes for more than 15 years with the support of Government of Tamilnadu. As per National Skills Qualifications Framework (NSQF), TNOU has 140 Community Colleges and offers skill development /vocational courses at Short Term, Certificate, Vocational Diploma and Advanced Vocational Diploma levels. In all Vocational Diploma Programmes, the Life Coping Skills and Communication Skills are offered as core courses to enhance employability. TNOU through the School of Continuing Education offers Skill Development programmes like Office Automation, Desk Top



Publishing, Computer Operations, General Duty Assistant, Beauty Therapist, Acupressure Therapist, Fashion Design and Garment Making, Early Childhood Care and Education, Vehicle Mechanic, Refrigeration and Air Conditioning Technician, Road Safety and First Aid, Cold Storage Management and Industrial Safety and Security. The learners of these courses are given opportunity to enter into mainstream education at appropriate level. TNOU accommodates the cultural values, local flavor, citizenship values and scientific temper to foster higher order thinking skills among the learners. Its curriculum is aligned with Indian knowledge tradition so that students can feel proud of their own culture and traditions. TNOU offers B.A. Human Rights and short-term courses on Social Justice & Human Rights. Research Publication and Ethics is a compulsory paper for all Ph.D. students. The curriculum of some UG programmes includes courses on Human Rights and Ethical values. Vocational courses are also included in UG Programmes to ensure that all students take one vocational course before graduating. Engaging the services of Industry veterans and Master Craftsmen to impart vocational skills and overcome gaps vis-à-vis trained faculty. This ensures the practical and field-oriented approach. TNOU is the first University in South India to have signed an MoU with National Skill Development Corporation (NSDC), New Delhi for curriculum alignment for its vocational programmes in line with the NSQF. As a part of value-based education TNOU offers programmes on Yoga, Naturopathy, Ambedkar Thoughts and Social Justice.

4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):

TNOU offers many courses in Bachelor Degree and Master Degree programmes, in bi-lingual., i.e., English and Tamil. The learners can opt for any medium at the time of admission and they can submit their assignments and write examinations either in Tamil or English. Great efforts are taken to transact in the local language. Examination question papers are bi-lingual. It is under process to produce audio-visual materials in Tamil for better understanding among the learners. TNOU takes necessary steps for incorporating the mother tongue in teaching-learning process. For the sake of the students from Andhra, Kerala, Karnataka and North Indian states, they may choose any one language among Telugu, Malayalam,

Kannada, Urdu, and Hindi as their first language. A separate course in Gnana Tamil is also offered to the students. Many workshops have been conducted for SLM writing, translation and teaching bilingually. The School of Tamil and Cultural Studies (SOCTS) has been established to look after the development of Tamil and regional culture. The course materials are written in SLM format, first in English by a team of experts and then translated into Tamil by experts. Faculty members are encouraged to update their skills in bi-lingual teaching, which shall reduce the dropout and increase GER. TNOU offers 27 UG programmes, out of which 2 programmes are offered in Tamil, 15 programmes in English, and 10 programmes in bilingual. Out of 24 PG programmes offered, one programme is offered in Tamil, 19 programmes in English, and 4 programmes bilingual. The SOTCS looks after the cultural and linguistic affairs of the Indian languages. As Tamil is one of the classical languages, great efforts are taken to promote it, and preserve the ancient Tamil Culture. Similarly, many workshops are conducted with regard to the tribal culture, and heritage. Efforts are also taken to promote other Indian languages such as Sanskrit, Pali, etc. and to preserve the ancient traditional knowledge. Short-term course on Yoga and Folk Dance are conducted to promote ancient traditional knowledge. Many articles in relation to ancient traditional knowledge are published in leading journals by our faculty.

5. Focus on Outcome based education (OBE):

Outcome Based Education (OBE) gives priority to the end purposes of learning, accomplishments and results. The expected learning outcomes are used as reference points that help formulate graduate attributes, qualification descriptors, programme learning outcomes and course learning outcomes which help in curriculum planning and development, and in the design, delivery and review of academic programmes. The Curriculum Development Centre is entrusted with the design, development and revision of curriculum. Every Programme has a Programme Coordinator. The expected Learning Outcomes are written using Bloom's Taxonomy. Then, the Programme Objectives (PO), Programme Specific Outcomes (PSO) and the Programme Educational Outcomes (PEO) are decided. Accordingly, the syllabus and the Programme Project Report (PPR) are

developed. It comprises the PO, PSO, PEO, Course Objectives, Course Outcomes, the syllabus, web resources, the cost estimation, references, and the index. The POs are matched with COs. After the PPR is finalized, it is approved by the Boards of Studies, Academic Council, and the Syndicate. Then, the content for each course is developed in the SLM format, after various rigorous processes. Finally, the SLMs are printed and e-SLMs are also produced in the OER model. Thus, the Learning Outcomes are achieved in a phased manner. Based on the syllabus and the content, the curriculum transaction happens using various teaching methods, curricular and extra-curricular activities, audio-visual aids, real life experiences. The student achievements are evaluated by diagnostic, formative and summative evaluation methods as prescribed in the PPR. They are the set of performance indicators which define and describe the important component of the work being completed. They also provide information to/about individual student competence (Analytic), Communicate expectations, Diagnosis for purpose of improvement and feedback. The Term End Examination is conducted which provides the overall status of the performance. Thus, the curriculum is holistic. After the results, the students enter into various professions. The real results of OBE are achieved when the graduated students get employed and perform as specified in the Institutional Learning Outcomes. The feedback from the employers and the alumni are included in the next curriculum design, resulting in the continual enhancement of the institution.

6. Distance education/online education:

TNOU has been offering many innovative vocational and skill-oriented courses at various levels since its inception in 2004 through distance mode in addition to UG and PG. TNOU with the support of Indian Centre for Research and Development of Community Education (ICRDCE), Chennai designed and developed many programmes and implemented through the Community College (CC) at different parts of Tamilnadu. Presently, TNOU offers 9 Vocational Diploma, 2 Advanced Vocational Diploma, 5 Diploma, 1 PG Diploma, 9 Certificate courses and 18 Short Term courses through Open and Distance Learning. The target group of the Community Colleges is 12th passed students, school

dropouts, rural youth, rural women, existing workforce that wants to update its skills and all who want skill based and need based education at an affordable cost. A Centre for Online Learning (COL) is created to establish online e-Learning platform, to design, develop and deliver high quality, accessible and receptive academic programmes to the potential learners and to offer MOOCs courses from SWAYAM portal. All the Distance and Online teaching – learning activities are integrated through the e-governance system managed by a cloud-based agency called CLOBAS an exclusive Learning Management System. As per UGC- DEB- ODL and OL 2020 Regulations, policy has been made to introduce at-least 40 % of the courses in any programme through SWAYAM or MOOCs. A committee has been constituted for this purpose. COL also collaborates with other institutions and industry to offer need based short term programmes for upgrading the knowledge and skills in their professional area. The Centre for Electronic Media Production and Research (CEMPR) is entrusted with the production of video lectures, online classes, and providing training to all faculties. Presently, 9 SWAYAM courses are under production by various Schools of Study. An OER policy has been created for guiding the preparation of e-Resources. SLM of some programmes are available in digital mode in the TNOU website. Recorded Video lectures are also uploaded on TNOU YouTube channel. The Centre for University Informatics empowers staff in Capacity Building, expands the access of network and internet resources, creates the apt technology platform for promoting e-governance and m-governance and enhances information security.

### **Institutional Initiatives for Electoral Literacy**

1. Whether Electoral Literacy Club (ELC) has been set up in the College?

The Electoral Literacy Club (ELC) has been set up in Tamil Nadu Open University, Chennai in the year 2021. Further, the ELC started functioning in the School of Politics and Public Administration premises from 2021. The ELC of TNOU has started taking socially relevant initiatives. The Regional Centres, Learner Support Centres (LSCs) and

	Community Colleges of TNOU are also involved in supporting the ELC of TNOU. LSCs are full full-fledged Arts and Science Colleges affiliated to various Universities. The Community Colleges are functioning as Non-Government Organisations and voluntary organization.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Electoral Literacy Club (ELC) of Tamil Nadu Open University (TNOU) has a Faculty Coordinator to guide the students and to interact between the student body and the University. Besides, a Faculty Coordinator two other faculty members are also part of this club. The ELC composition is representative in character. Amongst the student members, a student was appointed as a student coordinator to work as a cohesive unit. In addition to the student coordinator, a few other students are also part of the club.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The Faculty Coordinator along with the Student Coordinator of the Electoral Literacy Club (ELC) of Tamil Nadu Open University (TNOU) was invited as the Resource person for the Programme "Democracy Value and Current Political Scenario" on 25-01-2022, the National Voter's Day, organized in the Government Arts College, Pulankurichi at Sivagangai District. The student community of the Government Arts College actively participated in the Programme. The importance and the relevance of ELC was shared with students and an interaction session was also organized to create an awareness about Electoral Literacy among the young and fresh voters.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	TNOU organised an Online Quiz Programme on Voters awareness for the Students of TNOU and other Institutions on 31.03.2021. Questions pertaining to electoral processes, democratic values, voting and contesting rights, awareness on duties of citizens, model code of conduct were prepared and submitted by the students and many students from TNOU, and other institutions participated in the quiz programme. All the participants were given participation certificates and a prize is given to the participant who secured highest marks in the quiz.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible	The Electoral Literacy Club of TNOU Celebrated National Constitutional Day in the years 2021 and 2022. Webinars have been organized to give awareness to the students who are 18 years and above

students as voters.

to enroll as voters in the electoral roll and facilitate the eligible students to enroll as voters. The School of Politics and Public Administration has been conducting various programmes related to constitution of India, democracy and Ambedkar Thoughts. In all these programmes, the students have been given awareness about Electoral roll.

## Extended Profile

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### 1 Program

#### 1.1

**Number of Programmes offered by the institution during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
60	72	80	81	77

#### 1.2

**Number of programmes offered during the last five years, Please provide consolidated number of Programs offered across five years without repeat count, including the programmes that are dropped)**

2021-22	2020-21	2019-20	2018-19	2017-18
82	82	82	82	77

#### 1.3

**Number of learners admitted afresh in first-year during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
14896	10477	11134	7243	10010

#### 1.4

**Number of learners during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
27939	20555	17187	16638	25978

#### 1.5

**Number of courses offered by the institution over the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1144	1001	1086	1133	1128

#### 1.6

**Total Number of Courses offered by the institution (without repeat count and include courses that are dropped)**

**Response: 1522**

## **2 Students**

### **2.1**

**Number of graduated learners**

2021-22	2020-21	2019-20	2018-19	2017-18
5157	9532	8185	9046	11338

### **2.2**

**Number of newly enrolled learners in the preceding academic year who have submitted assignments as per the academic calendar**

**Response: 14309**

### **2.3**

**Number of enrolled learners in the preceding academic year registered for term end examination**

**Response: 5579**

### **2.4**

**Number of newly registered learners in the preceding academic year appeared for term end examination**

**Response: 4151**

### **2.5**

**Number of learners in the preceding academic year passed in the term end examination**

**Response: 3072**

## **3 Teachers**

### **3.1**

**Number of sanctioned posts of full time teachers and other academics**



2021-22	2020-21	2019-20	2018-19	2017-18
105	105	105	105	75

**3.2****Number of full time teachers appointed against the sanctioned posts**

2021-22	2020-21	2019-20	2018-19	2017-18
41	38	41	42	43

**3.3****Number of other academics in position against the sanctioned posts**

2021-22	2020-21	2019-20	2018-19	2017-18
5	1	1	1	2

**3.4****Total number of full time teachers worked in the institution during the last five years (Please include the teachers who left / joined the institution during the assessment period without repeat counts:**

2021-22	2020-21	2019-20	2018-19	2017-18
41	38	41	42	43

**3.5****Total number of full time teachers worked in the institution during the last five years (Please include the teachers who left / joined the institution during the assessment period without repeat counts****Response: 46****3.6****Total number of other academics worked in the institution during the last five years (Please include the other academics who left / joined the institution during the assessment period without repeat counts**

2021-22	2020-21	2019-20	2018-19	2017-18
5	1	1	1	2

**3.7**

**Total number of other academics worked in the institution during the last five years (Please include the other academics who left / joined the institution during the assessment period without repeat count**

**Response: 6**

**4 Institution****4.1**

**Total expenditure excluding salary**

2021-22	2020-21	2019-20	2018-19	2017-18
1481	1414	2133	2519	1632

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curriculum Planning Design and Development

##### 1.1.1 Relevance of curricula planned, designed and developed/adopted

###### Response:

With a view to increasing the access to higher education and improving the quality of education offered through the open and the distance learning modes by coordinating such provisions in the state, the Government of Tamil Nadu established the Tamil Nadu Open University (TNOU) in 2002 with the motto of extending education to *'anyone, anytime, anywhere'*. TNOU offers eighty-one programmes, duly approved by the UGC-DEB. The Curricula developed and implemented for all the programmes have relevance to the local, national, regional and global needs which is reflected in the Programme outcomes, Programme Specific Learning Outcomes and Course learning outcomes, as per the norms of Regulatory bodies and in conformity with the University's Mission and Goals with an intention to enable the learners to hone their inquisitive, reasoning societal, scientific and technical and communication skills.

TNOU offers programmes from certificate level to research level in various subjects. The TNOU programmes are designed to offer relevant and updated knowledge in different disciplines, develop an orientation of field applicability of contextual knowledge, build capacity in the chosen disciplines, which have integrated field-based practicum / project work / hands-on training / internships / lab-based practical, etc. as components.

TNOU focusses on continuous curriculum development from the areas of core / basic and applied knowledge in the humanities, social and basic sciences, vocational education and skill development. While developing the curriculum taking cognizance of educational policies of the State and Central Governments, national and local requirements were taken cognizance with its vision to provide quality higher education and training in various skills using the latest educational inputs and technology.

Many programmes are conducted in local vernacular language also to provide the learners with the choice of writing either in vernacular language or English in the examinations. All programmes are approved by the statutory bodies of the university as they are in conformity with the vision and mission of the University. It is ensured that the Programme Specific Outcomes enhance the knowledge, communication skills, societal attributes etc. in compliance with the Learning Outcome Curriculum Framework recommended by the UGC. Periodical revision of the syllabi is executed to incorporate relevant changes on par with local, national, regional and international standards.

##### Choice Based Credit System and Semester System

In line with the UGC-Deb Regulations for the ODL institutions, TNOU follows Semester pattern and Choice Based Credit System from the Academic year 2021. The syllabi for many programmes are on par with the common curriculum implemented by the Tamil Nadu State Higher Education Council. The syllabi for all the Courses are divided into a set of blocks, with each in turn containing units written in the self-learning format. The unit also contains clearly stated learning outcomes that are expected to be attained, the knowledge learners are supposed to acquire and apply them in the local, regional, national, and

international context.

### **Significant efforts of TNOU to achieve Local, National, Regional and Global Level Outcomes**

The Government of India's skill gap analysis has affirmed that 109 million skilled workers including digitally skilled are required in 24 key sectors of the economy. TNOU has realized this national need and strives to address it through diverse modes. 140 community colleges were identified in suitable places to provide the relevant skill programmes. During the assessment period, 2017-2022, TNOU has offered 44-UG, 38-PG, 18-PG Diploma, 48 Diploma/Vocational Diploma and 43 certificate/Awareness Programmes, 13 M.Phil programmes and 25 Ph.D. programmes. The UG and the PG programmes are disseminated through 210 Colleges who act as the Learner Support Centres. Based on the feedback and requests from the learner support centres and learners, new UG, PG, (Semester Pattern) Certificate and Diploma programmes are introduced. All the Schools of study design their curricula with the support of external subject experts from reputed institutions, industries, alumni and the experts from Learner Support Centres – Work Centres through which the specialty-oriented courses namely, B.Ed - Special Education, Islamic Studies, Counselling and Psychotherapy are offered. The curricula so designed are duly approved by the relevant Board of Studies, Academic Council and Syndicate. The 48 vocational Diploma programmes are exclusively designed in accordance with the outlines of National Skill Development Corporation, which have improved the employability skills eventually resulting in the betterment of their livelihood. In continuation of this, research scholars were motivated to develop scientific tools to assess the interest pattern of the learners towards the trade and skills of the local area.

TNOU also makes every effort through its promotional and outreach activities to motivate the oppressed, marginalized, challenged and weaker sections of society for lifelong learning and livelihood improvement. Pre-admission counseling to the target groups is conducted to motivate them. The institution materializes the Academia-Industry Interface by offering programmes through partnership with institutions. So far, TNOU has partnership with 5 partner institutions and over 4200 learners derived benefits out of it.

Job fairs for the graduated learners of TNOU are conducted periodically at the regional centres and over two hundred of our alumni have been benefitted, apart from the above, in consideration with the local, regional, national, and global needs and trends. 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 as well as to build a developed India, Tamil Nadu Open University attempts to:

- ? Evolve flexible and robust curricula to widen educational access, deepen knowledge frontiers and create entrepreneurial skill sets.
- ? Reach the rural communities hitherto unreached, through lifelong learning programmes for livelihood improvement.
- ? Foster private-public partnership.
- ? Bridge the digital divide and implement 'anywhere, anytime' learning environment.
- ? Become a digital repository for ODL in the State, facilitating Research and Development for new knowledge creation.
- ? Coordinate and implement standards in ODL.

<b>File Description</b>	<b>Document</b>
Outcome analysis of Programme Specific Learning Outcomes and Course Learning Outcomes	<a href="#">View Document</a>
Minutes of the relevant BoS/ School Board / Academic Council	<a href="#">View Document</a>
Mapping of curricula to Programme Outcomes	<a href="#">View Document</a>
Curricula implemented by the University	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### **1.1.2 New Programmes introduced - Percentage of programmes newly introduced by the institution over the last five years**

**Response:** 10.98

#### **1.1.2.1 Number of new programmes introduced during the last five years**

Response: 9

<b>File Description</b>	<b>Document</b>
Minutes of relevant Academic Council/ School Board /BoS meetings	<a href="#">View Document</a>
Details of the Curricula/Syllabi of the new programmes over the last five years	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### **1.1.3 Revision of Programmes - Percentage of Programmes revised over the last five years**

**Response:** 70.73

#### **1.1.3.1 Total number of Programmes revised over the last five years**

Response: 58

<b>File Description</b>	<b>Document</b>
Minutes of relevant Academic Council/BoS meetings	<a href="#">View Document</a>
Details of the revised Curricula/Syllabi of the programmes over the last five years	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**1.1.4 Courses being offered as MOOCs or using OERs. - Percentage of courses being offered as MOOCs or using OERs to supplement the existing courses (data for the preceding academic year)**

**Response:** 0

1.1.4.1 Number of courses being offered as MOOCs or using OERs to supplement the existing courses (data for the preceding academic year)

<b>File Description</b>	<b>Document</b>
Minutes of the Boards of Studies/ School Boards/ Academic Council meetings for approvals of these courses	<a href="#">View Document</a>
Curriculum/ Syllabus of the courses being offered as MOOCs or using OERs	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**1.1.5 Electronic media and other digital components in the curriculum - Percentage of the Courses on offer that have incorporated electronic/digital media and other digital components in their curriculum delivery over the last five years**

**Response:** 54.93

1.1.5.1 Total number of the Courses on offer have incorporated electronic/ digital media and other digital components in their curriculum year wise during the last five years

**Response:** 836

File Description	Document
Details of Programmes incorporating electronic media and other digital components offered year wise over the last five years	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

<p><b>1.2.1 Programmes being adopted/adapted by other HEIs - Percentage of programmes adopted/adapted by other HEIs through formal MOU over the last five years</b></p> <p><b>Response: 53.66</b></p> <p>1.2.1.1 Number of programmes adopted/adapted by other HEIs over the last five years</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>44</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> </tbody> </table>		2021-22	2020-21	2019-20	2018-19	2017-18	44	0	0	0	1
2021-22	2020-21	2019-20	2018-19	2017-18							
44	0	0	0	1							
<p><b>File Description</b></p> <p>MOU for programmes adopted/adapted by other HEIs</p> <p>Institutional data in prescribed format</p> <p>Details of Programme</p> <p>Any other relevant information</p>	<p><b>Document</b></p> <p><a href="#">View Document</a></p> <p><a href="#">View Document</a></p> <p><a href="#">View Document</a></p> <p><a href="#">View Document</a></p> <p><a href="#">View Document</a></p>										
<p><b>1.2.2 Implementation of CBCS / ECS - Percentage of Programmes (UG/PG) in which Choice Based Credit System CBCS/ Elective Course System (ECS) has been implemented (Data of the latest completed academic year)</b> <input type="text"/></p> <p><b>Response: 58.33</b></p> <p>1.2.2.1 Number of Programmes (UG/PG) in which Choice Based Credit System CBCS/ Elective Course System (ECS) has been implemented (Data of the latest completed academic year)</p> <p>Response: 35</p>											

File Description	Document
Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 1.2.3 Enabling provision for lateral entry for learners - Percentage of learners admitted in the Institution through lateral entry year wise over the last five years

**Response:** 0

#### 1.2.3.1 Number of admitted strength in programs where lateral entry is provisioned

2021-22	2020-21	2019-20	2018-19	2017-18
205	109	142	108	146

#### 1.2.3.2 Number of learners admitted in the Institution through lateral entry based on credit transfer year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 1.2.4 Enabling provision for modular approach - Provision for modular approach for flexible exit to the learners

**Response:**

Tamil Nadu Open University endeavors to Reach the Unreached through Modular approach in Teaching and Learning. Like all the ODL institutions, TNOU is Learner- centric and provides academic flexibility. Departments of TNOU offer 81 programmes which are approved by the UGC-DEB. A learner-centric approach is considered as the basis of flexibility in curriculum. Modular approach is a self-contained package dealing with one specific subject in convenient form, so that the learners can complete it at their own pace independently or in small groups. Under this approach, the credits earned earlier by the learner will be utilized for continuing with the new programme selected now by the learner. TNOU has adopted a modular approach for many of its programmes with the objective of allowing lateral entry, flexible exit and credit transfer. Each course carries a certain credit weightage in accordance with the UGC-DEB



(ODL&OL) Regulations, 2020. All programmes comprise a fixed number of credits depending upon its level and duration, as given below:

<b>Programme Level</b>	<b>Total No. of Credits</b>	<b>Minimum Duration</b>	<b>Maximum Duration</b>
Certificate	16-18	6 months	1 year
Diploma	32-36	1 year	3 years
PG Diploma	32-36	1 year	2 years
Bachelor's Degree (3 years)	96-100	3 years	6 years
Master's Degree (2 years)	64-72	2 years	4 years

This system aids the learners who are unable to complete their programme due to various social and economic reasons. This also helps reduce dropouts thereby stabilizing the admission and completion ratio. TNOU has a Credit Transfer Policy to enable admission for the purpose of completing any degree programme that is comparable to or related to those offered by TNOU, based on credits obtained by the learner from his/her parent institution. The objectives of TNOU Credit Transfer Policy are to:

1. Allow the learners to study what they prefer as per their choice / interest.
2. Reduce the drop-outs and stagnation at the higher education level.
3. Increase the academic flexibility among the learners at the higher education level.
4. Help the establishment of global standard higher education system by incorporating inter-disciplinary, intra-disciplinary courses, skill-oriented courses.
5. Utilize the credits already earned by the learners and motivate them to earn degrees successfully.
6. Ensure the learners be successful in whatever level they may be placed.

Learners of all the Degree, Diploma, Certificate and short-Term Programmes (Total 134 Programmes) will be given with the Self Learning Materials (SLMs) prepared by the experts concerned and edited by the Programme Coordinators, strictly adhering to the SLM policy of TNOU. TNOU has signed many Memorandums of Understanding (MoUs) with other Higher Education Institutions like, University of Madras, (UoM) Mother Teresa Women's University, (MTWU) Karnataka State Open University (KSOU) and Gandhigram Rural Institute (GRI) for adoption and adaption of UG, Diploma, Vocational Diploma and Certificate Programmes.

### **Lateral Entry**

Lateral Entry to each Programme is duly approved by the Board of Studies concerned and by the Academic Council. The eligibility for lateral entry is any recognized three-year diploma after 10th Standard or two-year Diploma after 12th standard, relevant to the discipline chosen.

### **Implementation of Common Syllabus to enable flexible exit**

Adhering to the UGC notification, majority of TNOU Programmes is shifted to Semester pattern adopting the Common Syllabus designed by the State Integrated Board of Studies under Tamil Nadu State Council for Higher Education (TANSICHE). The Programmes offered allow the learners to avoid all the issues concerned with the Equivalence of their degrees earned by them, on par with the degrees given by the other Conventional Universities. This enables them to appear for all the examinations conducted by the public service commissions.

TNOU, through modular approach, provides way for flexible entry and exit of the learners. A few programmes of TNOU are redesigned following the modular approach. The syllabi of all the programmes are apportioned into relevant modules/blocks which are further divided into units. Each course is allocated a certain credit weightage. Alternately, depending on the number of credits earned, a learner with Certificate level can complete a Diploma or a Degree. As per ODL&OL regulations, one credit is equivalent to 30 study hours. The Scheme of lateral entry and flexible exit has been widely publicized. The mechanism on Modular Approach and Credit transfer policy is approved by the statutory body and available on the University website. With this goal in view, the University has a provision of credit transfer in the case of bachelor's degree programmes as ratified by the Academic Council, a statutory body of TNOU.

This provision for intra University credit transfer is allowed for the language/foundation Courses, which are compulsory courses in Arts, Science (basic and applied), Management and Commerce stream that a learner must take to qualify for obtaining a degree. A learner who makes use of the provision of shifting from one programme to another with due permission need not repeat the Courses already completed by him/her. In this case, the credit and marks already earned by the learner in the completed Foundation Course will be transferred to his/her new programme. This credit transfer is a step taken by the University in keeping with its acknowledgement of the necessity of developing a flexible system in curricular aspects. Similarly, the University has also set up mechanisms for lateral entry in various programmes by Credit Transfer System and direct entry or lateral entry to the second year.

Extension of validity of registration or re-entry is another significant aspect of flexibility provided by TNOU. Another area of optimum utilization of open and distance learning resources is the adoption/adaptation of programmes of other Open Universities (OUs) and TNOU has attempted to bring this sharing of resources to its curriculum. TNOU thus intends to provide greater flexibility in entry, exit and mobility to learners. Recently, some of the learners have utilized this flexible exit option for the M.Sc. Counselling and Psychotherapy programme among other programmes.

File Description	Document
Any other relevant information	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

#### 1.3.1 Institution integrates crosscutting issues relevant to Gender, Environment and Sustainability, Human Values, Emerging Demographic changes and Professional Ethics in the curricula

##### Response:

In accordance with the vision and the mission, TNOU strategically positions its Sustainable Developmental Goal-4 (SDG4) namely, 'Quality Education for All' in its curriculum. It aims to provide quality higher education at an affordable cost to its learners who are mostly from rural background. In this line, TNOU offers a variety of courses which provide its learners with an opportunity to know and grasp the many cross-cutting issues like professional ethics, human values, environmental sensitivity, gender, human values, population and demographic issues and related moral concerns in society namely: sustainability, emerging

issues related to demographic changes and sociology of Diaspora like urbanization and migration, ethical and moral concerns in society, environmental safety and sustainable development.

### **Course Structure**

The University offers various broad based UG programmes with Choice Based Credit System/Elective Course System with a mix of interdisciplinary and skill-based courses. Elective Foundation courses are value-based and are aimed at inculcating human values. The components of programme structure are categorized as core, elective, foundation, ability and skill enhancement courses. While the Core Courses (CC) give both fundamental and applied concepts of the relevant discipline, the Skill Enhancement Courses (SECs) enrich specific skill set which are applied in daily life. An exclusive mandatory course, notified by UGC, Environmental Studies, addresses the environmental issues and introduces them to the policies and practices put in place to address environmental concerns at the local, national, regional and global level. The Ability Enhancement Courses (AEC) equip learners with skills for better interpersonal communication.

### **Addressing the Crosscutting issues in the Programme**

Some of the Post-Graduate (PG) Programmes offered like Gender and Women Studies and other disciplines in Social Sciences have exclusive focus many social issues as mentioned above. An exclusive short-term course on Social Justice is also offered in English and Tamil. The issues of Environment and Sustainable Development, Disaster Management and Climate Change are addressed in the Geography programmes. Professional ethics are reflected in UG and PG programmes of Social Sciences, Management Studies, and Education; while the concepts like Ethics and Values in business organization and the role of Corporate Social Responsibility (CSR) in green sustainability are reflected in the Master of Business Administration programme.

Addressing the cross-cutting issues, certain courses sensitize and equip the learners with an understanding of self and society. It prepares them with deeper insights into life. It inculcates a sense of social responsibility through the relevant courses as furnished below under the different programmes that the enriches the learning experience:

### **Outcome:**

In a nutshell, the programmes with their component courses offered by the TNOU are designed to provide fundamental knowledge about the select disciplines of study, and to integrate the above specified cross-cutting issues. These combinations were considered while designing curricula to make them socially relevant and increase the social inclusiveness and civic responsibility of the learners.

File Description	Document
List of courses that integrate crosscutting issues mentioned above	<a href="#">View Document</a>
Description of the courses which address Gender, Environment and Sustainability, Human Values, Emerging Demographic changes and Professional Ethics in the Curricula	<a href="#">View Document</a>

Other Upload Files	
1	<a href="#">View Document</a>

### 1.3.2 Awareness/ soft skills / life skills/value-added courses etc., on offer - Number of Value-added courses imparting life skills and soft skills being offered by the Institution during the last five years

**Response:** 306

File Description	Document
Course content of the Value-added courses	<a href="#">View Document</a>
Brochure relating to the listed courses	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 1.3.3 Learners undertaking fieldwork / projects / internships etc. -

**Response:** 7.7

1.3.3.1 Number of learners undertaking field work / projects / internships leading to submission of dissertation / Reports (data for the latest completed academic year)

Response: 2151

File Description	Document
List of learners enrolled in Programme involving field work/ projects / internships etc.	<a href="#">View Document</a>
Handbook/Manual for field work/ projects / internships.	<a href="#">View Document</a>
Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link to Programme structure(s)	<a href="#">View Document</a>

**1.3.4 Courses on employability/ entrepreneurship/ skill development - Percentage of courses on offer has focus on employability/ entrepreneurship/ skill development during the last five years****Response:** 100

1.3.4.1 Number of courses having focus on employability/ entrepreneurship/ skill development year wise during the last five years

Response: 1522

File Description	Document
Link to programme structure and syllabus of such courses having focus on Employability/ Entrepreneurship/ Skill development	<a href="#">View Document</a>
Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**1.4 Feedback System**

**1.4.1 Feedback for design and review of curriculum Mechanism is in place for obtaining structured feedback on curricula/syllabi from various stakeholders Structured feedback has been designed for review of curriculum/syllabus for the preceding academic year**

- 1.Learners
- 2.Teachers and other Academics
- 3.Academic Counsellors
- 4.External Subject Experts
- 5.Employers
- 6.Alumni

**Response:** A. Any 4 or more of the above

File Description	Document
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
20 sample filled in Feedback forms in each category opted for the metrics	<a href="#">View Document</a>

**1.4.2 Action on feedback (feedback collection, analysis and action taken) Mechanism is in place for analyzing the Feedback obtained from stake holders on curriculum/syllabus for the preceding academic year Options: (Choose any one)**

- **A. Feedback collected, analyzed and action taken on feedback and such documents are made available on the institutional website**
- **B. Feedback collected, analyzed and action has been taken**
- **C. Feedback collected and analyzed**
- **D. Feedback collected**
- **E. Feedback not obtained/collected**

**Response:** A. Any 4 or more of the above

<b>File Description</b>	<b>Document</b>
Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Learner Enrollment

#### 2.1.1 Average variation in enrolment of learners in the Institution during the last five years

**Response:** 109

File Description	Document
Total enrollment data year wise authenticated by Registrar of the University	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 2.1.2 Efforts for reaching the unreached Efforts undertaken by the Institution for reaching out to the persons who do not have access to higher education

**Response:**

Open and Distance Learning (ODL) is seen as a source of higher education for marginalized and disadvantaged sections of society and also those who could not get access to higher education. Tamil Nadu Open University (TNOU) conducts 82 UG and PG Programmes for the benefit of learners and caters to the needs of various sections of people to impart skill sets for employability.

As per the sub-clause 4 (1) (b) of Chapter II of the University Act, the TNOU provides access to higher education to large segments of the population, and in particular, the disadvantaged groups such as those living in remote and rural areas including working people, housewives, jail inmates and other adults. The University through its Regional Centres and Learner Support Centres and various promotional activities is reaching out to the people from rural and remote areas for their higher education. Besides, TNOU through its flexible mode of admission cycle, nominal fee structure, door delivery of Self Learning Materials, and conduct of academic counselling and examination throughout the State providing wider access to learners. During 2017-18 to 2021-22 a total of 53,760 learners were enrolled in various Programmes offered by the University.

A total of 38071 learners from the categories of Scheduled Castes, Scheduled Tribes and Other Backward Classes have been given the opportunity to pursue their higher education at TNOU. Similarly, 229 Persons with Disabilities (PwDs) were admitted during the assessment period. While 27856 women have joined in various Programmes in the University, 58 prison inmates and 25 defence personnel joined the University during 2017-18 to 2021-22.

The University serves the learners through 12 Regional Centres and 210 Learner Support Centers and in addition, Community Colleges (for offering vocational programmes) across Tamilnadu for catering to academic support services to the learners closer to their doorsteps. Out of 12 Regional Centres (RCs), one located at Kothagiri, the Nilgiris district exclusively concentrates on higher education facilities for tribal community. Special efforts to cover transgender were made. A training programme on “Transgenders’ current opportunities and challenges in higher education, empowerment and entrepreneurship in Tamilnadu

State” was organized on 03 & 04 January 2020 at the University. Free education is given to Transgenders, Persons with Disabilities, Prison inmates and Destitute widows.

In fact, the “Anytime, Anywhere” nature of distributed learning is done through effective use of ICT. Admission is made in both online and off-line modes.

The Police Constables during their initial training in and around Chennai are given an awareness about the avenues for higher studies available with TNOU.

While the University has the flexibility with respect to the maximum period for the completion of UG and PG Programmes, it gives a maximum of 6 years for UG and 4 years for PG. This flexibility is aimed at reducing the dropouts in the distance education mode. With the approval of Syndicate a grace period has also been given to help the candidates to complete the degrees.

File Description	Document
Documents on efforts taken for reaching the unreached	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 2.2 Catering to Learner Diversity

### 2.2.1 Catering to rural population - Percentage of learners enrolled from rural areas year wise over the last five years

**Response:** 43.38

#### 2.2.1.1 Total number of learners enrolled from rural areas year wise over the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
5343	5926	5182	2930	3940

File Description	Document
Number of rural learners authenticated by Registrar of the University	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 2.2.2 Reaching out to learners from socially backward categories - Percentage of learners enrolled across different socially backward categories year wise over the last five years



**Response: 70.82****2.2.2.1 Number of learners admitted against SC/ST/OBC and other reserved categories as per GOI norms**

2021-22	2020-21	2019-20	2018-19	2017-18
7823	8571	8838	5323	7516

File Description	Document
Number of SC, ST and OBC learners authenticated by Registrar of the University	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**2.2.3 Reaching out to Persons with Disabilities (PwD) - Percentage of PwD learners enrolled year wise over the last five years****Response: 0.43****2.2.3.1 Number of learners enrolled from Divyangjans categories year wise over the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
63	41	41	57	27

File Description	Document
Number of PwD learners authenticated by Registrar of the University	<a href="#">View Document</a>
Document submitted by the Institution to a Government agency giving this information	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**2.2.4 Reaching out to women / Transgender learners -Percentage of Women learners enrolled year wise over the last five years****Response: 51.82**

## 2.2.4.1 Total number of Women / Transgender learners enrolled from year wise over the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6053	5868	6195	4177	5563

File Description	Document
Number of Women / transgender learners authenticated by Registrar of the University	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 2.2.5 Reaching out to employed persons - Percentage of the employed learners who are enrolled year wise over the last five years

**Response:** 47.96

## 2.2.5.1 Number of employed learners (including self employed) enrolled year wise over the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
8837	4305	5751	3726	3166

File Description	Document
Number of employed learners authenticated by Registrar of the University	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 2.2.6 Learners from Special Target Group: prison inmates - Average number of prison inmates enrolled as learners during the last five years

**Response:** 11.6

## 2.2.6.1 Number of prison inmates enrolled as learners year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	4	46	8	0

File Description	Document
Number of prisoners enrolled authenticated by Registrar of the University	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 2.2.7 Learners from Defense and Security Forces - Average number of persons from Defense and Security Forces background namely: Defense / Security Personnel, Ex Service men/ War widows enrolled as learners over the last five years

**Response: 5**

2.2.7.1 Number of persons from Defense and Security Forces background namely: Defense / Security Personnel, Ex Service men/ War widows enrolled as learners year wise over the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6	11	3	2	3

File Description	Document
Number of learners from defense/security background authenticated by Registrar of the University	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Development of Self-Learning Material (SLM) in Print

**Response:**

TNOU has prepared Self-Learning Materials (SLMs) for all programmes offered. The term 'Programme' means a particular field of study, for e.g. B.A. English. Each Programme of study comprises of a number of Courses. A Course consists of 'Blocks'. Each Block has 'Units'. A Unit is a self-contained portion of a Block covering one or more interwoven learning concepts. Each Unit is divided into 'Sections' and 'Sub-sections' for clarity of presentation of concepts and illustrations. A Unit consists of 5000 to 6000 words or 25 to 30 typed pages in A4 size paper. The uniformity in structure is followed in preparing course

materials.

The curriculum of each programme is approved by the Board of Studies and Academic Council after which the SLMs are written. The internal faculty members along with external experts are assigned the task of writing SLMs and editing them. The University developed a handbook on “Policy on Self Learning Material (SLM)” which is followed for writing SLMs (print) based on a Credit System which is in conformity with the UGC-DEB (ODL) Regulations, 2017 and UGC-DEB (ODL & OL) Regulations, 2020. The contents presented in SLMs are in simple conversational language, self-explanatory, conceptually clear and consistent for promoting self-learning and facilitating the ‘learner think, write and do’. The contents given in course materials are self-sufficient to make learner comfortable in learning. The material is self-directed as it provides necessary guidance, hints and suggestions on each page of learning. Access devices presented in Unit of SLMs bring the learners as close to the content as possible. The access devices include cover page, title, structure of the unit, objectives, division of content, ‘let us sum up’, ‘check your progress’, illustrations, glossaries, instructions, suggested readings and ‘answer to check your progress’. The ‘Course maintenance’ includes correction files, receiving feedback, supplementary materials, preparation of assignments, programme guides, prospectus and practical guides. The ‘Revision’ of course materials takes place in order to update curricular structure and data.

The prescribed standards are maintained in the preparation of SLMs. SLMs are developed on the defined credit structure of the programme. The SLMs involve the learner through experience-based learning activities. There is a clear specification of learning objectives and outcomes. The content is divided into small sections incorporating assignments and problem-solving activities.

The format of SLMs is done with clear specifications. The text margin is of size 3 cm at top and bottom, 3.5 cm at left and 5 cm at right in A4 size paper. The layout of paper is mirror margined and the space at left and right corner of SLMs is used by learners for writing their doubts during their study. The font used is Arial size 12 with line spacing 16 points, and paragraph spacing 6 points, before and after. In Tamil language, the font used is Arial Unicode of size 13. The tables and figures included in SLMs carry specific numbers and relevant titles.

The credit system is in-built in preparing course materials. A credit is to look for inputs in terms of study hours. This credit is defined based on study time and private time of learner inputs in terms of time/hours. Study time is that the learner may spend in studying the printed course Units, work through self-assessment questions, prepare responses for assignments, attend academic counselling sessions and work on experiences. Private time is when a learner needs to prepare a particular portion of a syllabus. TNOU ensures that study time demanded from a distance learner for a particular course would be equivalent to contact time provided by a conventional University for the same or similar course. The credit allocation helps the course planners and course writers in taking decisions regarding designing of a Unit in a block, nature of tasks set in an assignment and the amount of academic counselling needed for a course.

TNOU mainly focuses on quality assurance of SLMs. The SLMs are designed with an approach of two-way communication between the learner and the content. In-house and outside subject experts, who have bright academic credentials, are assigned the task of preparing SLMs. Course writers are given intensive training through workshops, wherein they are oriented on principles of instructional design, style and editing format, graphics, references and timeline. Once the course materials are submitted, they are checked with plagiarism software namely, ‘URKUND’ to ascertain the original work of the writer. After the acceptance of course materials, they are given to the course reviewer, language expert and the instructional designer for finalizing content, language and formatting. The reviewer checks the learning

outcomes based on Bloom's Taxonomy. The course coordinator coordinates the entire work for bringing out SLMs.

Revision of SLMs is done periodically. This revision takes place when the syllabus is updated and content already presented needs updation. Other factors which demand revision of a course / programme are - fast changes in the knowledge based on the discipline / area of study, recommendations of the statutory / accreditation / professional bodies, need for presentation of alternatives and the demands of the employment market.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Policy document on SLM	<a href="#">View Document</a>

### **2.3.2 Use of Radio for providing instruction - Percentage of programmes where radio has been used for providing instruction in the latest completed academic year**

**Response:** 60

2.3.2.1 Number of programmes where radio has been used for providing instruction in the latest completed academic year

Response: 36

File Description	Document
Schedules of the above activities	<a href="#">View Document</a>
Proof of radio broadcasting with schedules of the programs	<a href="#">View Document</a>
As per Data template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### **2.3.3 Use of telecast / webcast for providing instruction - Percentage of programmes where telecast / webcast (TV broadcast, teleconferencing, web conferencing / webinars, etc) for providing instructions in the latest completed academic year**

**Response:** 71.67

2.3.3.1 Number of programmes where telecast / webcast (TV broadcast, teleconferencing, web conferencing / webinars, etc) for providing instructions in the latest completed academic year

Response: 43

File Description	Document
Schedules of the above activities	<a href="#">View Document</a>
Proof of tele- broadcasting with schedules of the programs	<a href="#">View Document</a>
As per the data template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 2.3.4 Availability of digitized SLMs for the learners - Percentage of programs having access to online SLMs

**Response:** 93.9

2.3.4.1 Number of learning material of the Institution digitized and the SLMs uploaded on the website / Online Repository/ e-content app / LMS for their availability to the learners year -wise over the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
77	49	32	23	11

File Description	Document
Data template in Section B	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Links to Digital repository of SLMs	<a href="#">View Document</a>

### 2.3.5 Institutional Mechanism to provide academic counseling support

**Response:**

Academic Counselling in the Open University substitutes the face-to-face teaching done in the conventional University. Academic Counselling Session is a method of direct face to face teaching-learning in ODL. Generally, it is taken care of by the respective Learner Support Centres (LSCs) housed in the Higher Educational Institutions as mandated in the UGC-DEB (ODL) Regulations, 2017 and UGC-DEB (ODL & OL) Regulations, 2020. The University has 210 LSCs across the State.

The approved Academic Counsellors in LSCs, play a significant role in motivating the learners and ensuring that the course outcomes are achieved successfully. TNOU has made a provision for holding counselling support at all LSCs for the courses offered. The counselling sessions / face to face contact classes are conducted based on the nature of the programme, whether it is theory alone or both Theory and Practical. The University organises orientation programme to all the Academic Counsellors before the

commencement of counselling sessions for Calendar /Academic year programmes. The Academic Counsellors are oriented about the details of counselling sessions, curriculum, self-learning materials, assignment submission and evaluation, question papers setting, examinations and evaluation.

The Academic Counsellors who have acquired the qualifications as prescribed by the UGC are engaged for taking class at the LSCs. They are full time College and University Teachers.

The Academic Counsellors are expected to handle the counselling sessions as per the schedule given by the TNOU at respective LSCs. The timetables of counselling sessions are prepared and uploaded in the University website, and these are also communicated to the Regional Centres (RCs), and Learner Support Centres. The LSCs also communicate to the learners who are attached to their centres about the commencement of counselling classes.

As per the UGC Regulations and guidelines, based on credit weightage of the courses - theory and practical counselling sessions are organised at LSCs. The counselling and workshop sessions of programmes like B.Ed, B.Ed. (Spl. Ed.), MBA and M.Sc. Counselling and Psychotherapy are conducted based on the norms prescribed by the respective regulatory bodies and the University. The counselling schedule is specified in the Academic Calendar of TNOU.

The Practical sessions for the courses with practical components are scheduled only at the selected LSCs, where the required expertise and physical infrastructure are ensured to carry out the practical / skill sessions. The practical based programmes / courses are provided with relevant lab manuals to guide the academic counsellors in organising these sessions. Academic Counsellors use various media of instructions (audio & video) to supplement the counselling and enrich the course content.

During the pandemic period, academic counselling classes were conducted through online with the inhouse faculty members and outside experts which benefited the learners hugely.

Besides above, the University has built mechanisms for academic supports as listed below:

- (i) Self-Learning Materials
- (ii) Academic support services
- (iii) Assignments
- (iv) Media and technology

### **Self -Learning Materials:**

The course materials called as Self-Learning Materials, are the significant inputs of learning in distance education system. These are specially designed, prepared with structured materials and printed elegantly. They form the backbone of the Distance Learning mechanism and are provided to each learner.

The SLMs are provided to the learners soon after admission into a programme of study. During Counselling sessions, the learners are oriented to use SLMs effectively and are instructed to use libraries and online materials also to enrich their learning. They are given opportunities to clarify their doubts in the course content and also provided additional information about courses that help them update their

knowledge in that domain. The Academic counsellors check the activities and monitor the progress of the learners.

### **Academic support services:**

The learners of the University are permitted to use the library in TNOU and also the LSCs to enhance their knowledge. There are programmes with practical components in syllabi. The programme Coordinator gives clear guidelines about the laboratory support to the learners to do experiments in the practical sessions in the programme. There is a provision of practical book for the learners.

Every phase of instructional system has a different type of support mechanism and learning medium. The ODL system has evolved from teacher directed to the present one of learner-centered instructional approach. Each phase has adopted different methods for interaction and the medium used for carrying out the interaction.

### **Assignments:**

Both the Programme coordinators and the Academic Counsellors provide the learners with clear instructions about curriculum and the importance of submission of Assignments for Continuous Internal Assessment. During the counselling session the academic counsellors provide various kinds of academic support at the initial stage of studies, during the course of studies and towards the completion of studies. The Academic Counsellors give proper guidance as how to prepare assignments, and how to identify suitable resources in addition to SLMs for preparing the assignments. These help the learner to know his/her shortcomings and get inputs for improvement. In the evaluation system, the assignment is a compulsory component that helps the learner qualifies themselves for the term-end examination. These assignments are evaluated by the Academic Counsellors.

### **Media and Technology:**

In advent of the ICT in tertiary education, the University uses IT gadgets, email, video-conferencing and other media to conduct the counselling sessions. These media are used during the pre-admission counselling, during admission counselling and post admission counselling.

The audio-video cassette-based lessons and downlinking facilities in LSCs motivate distance learners. Demonstrations of practical components, skill-based exercises and learning packages create opportunities to excel in their learning. Thus, a multi-media approach to learning is available to learners, improving the learning process and making it interesting and enjoyable.

### **TNOU YouTube Channel:**

The University has an exclusive YouTube channel to stream live programmes for the benefit of the learners as well as the public. Further, the lectures delivered by the university teachers are also made available on the YouTube that can be viewed by the learners on their convenient time, through which they can update their subject knowledge to enhance their learning activity.



File Description	Document
Any other relevant information	<a href="#">View Document</a>
Schedules of different counseling activities	<a href="#">View Document</a>
Report of academic Counseling sessions	<a href="#">View Document</a>

## 2.4 Teachers and other Academics- Profile and Quality

### 2.4.1 Full-time teachers and other academics in positions – Percentage of the sanctioned posts occupied by full-time teachers and other academics respectively year wise over the last five years

Response: 43

File Description	Document
List of the faculty members authenticated by the Registrar of the University	<a href="#">View Document</a>
Details of full time teachers and other academics As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 2.4.2 Full-time teachers and other academics with Ph.D. - Percentage of full-time teachers and other academics with Ph.D. degree

Response: 87

#### 2.4.2.1 Number of full-time teachers and other academics with Ph.D. degree

2021-22	2020-21	2019-20	2018-19	2017-18
39	34	38	37	39

File Description	Document
Number of teachers and other academics with PhD	<a href="#">View Document</a>
As per the Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 2.4.3 Programmes on offer through Collaboration - Programmes offered which are developed through collaboration with Government / other agencies

**Response: 78**

2.4.3.1 Number of Programmes offered which are developed through collaboration with Government / other agencies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
68	2	0	1	7

File Description	Document
Minutes of relevant Academic Council/BoS/ School Board meetings	<a href="#">View Document</a>
Copies of MoUs with other agencies	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**2.4.4 Percentage of in-house faculty involved in design and development of SLMs year wise during the last five years**

**Response: 82.61**

2.4.4.1 **Number of in-house faculty involved in design and development of SLMs year wise during the last five years**

Response: 38

File Description	Document
Minutes of relevant Academic Council/BoS/ School Board meetings	<a href="#">View Document</a>
Credit page of Blocks/ Courses	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**2.4.5 Recognition earned by full time teachers and other academics**

**Response: 5**

2.4.5.1 **Number of full time teachers who received awards, fellowships, recognition etc. from state /national /international level, Government recognized bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	1	2	3

File Description	Document
Scanned copies of award/ appointment letters	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 2.4.6 Learner : Academic Counselor ratio

**Response:** 4.09

##### 2.4.6.1 Number of empanelled Academic Counselors for the latest completed academic year

Response: 1144

File Description	Document
Number of Academic Counsellors with details of total teaching experience for the preceding academic year	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Process of conduct of Term End Examination and efforts done for fair and smooth conduct of the examination

**Response:**

The University conducts the Term End Examinations (TEEs) twice in a year at the approved Examination Centres as given below:

1. Academic Year Batch - June / July
2. Calendar Year Batch - December / January

The University has brought the whole examination processes, except valuation under automation to ensure smooth and fair conduct of examinations. An Examination Manual, approved by the 51st Syndicate item number 51.19 dated 30.05.2020, is followed to conduct all examinations.

Term End Examinations are conducted on weekends (Saturdays and Sundays) to facilitate the working learners. In June/July 2022, the University conducted TEEs in 46 Examination Centres, including 3 Central Prisons (Jail Study Centres). As the University has prison inmates as learners, the Examination Centres are set up in the Prisons. All the Examination Centres are monitored by the University Observers while conducting examinations across Tamilnadu.

### **Online Examinations:**

Due to pandemic, TEEs October 2020, January 2020, July 2021, and January 2022 (I & II year for UG; I year of PG and I & II year of MCA programmes) were conducted online.

### **Process of Examination**

#### **Pre-Examination processing (Work)**

- Issuing notification on time tables, one month prior to the commencement of Examinations.
- Setting question papers, printing and scrutinising question papers.
- Opening examination registration through online portals.
- Approving the students' registration.
- Sending of question papers to the Confidential Press for Printing, Packing and despatching.
- Uploading hall tickets in website one week prior to the commencement of examinations.
- Despatching the Answer Booklets, related stationery and question papers to the examination centers one week before the examinations.
- Entering the Internal, Practical, Project Marks, Viva-Voce marks into e-portal.
- Approving of Exam Centres.
- Establishing Examination centres within the jurisdiction of TNOU.
- Locating the examination centres in Government, Government Aided, Affiliated colleges and other approved higher education institutions.

#### **Process during the Examination**

- Monitoring examination centers through the University Observers.
- Collecting the answer Booklets from examination centers at regular intervals.
- Collecting Attendance sheets from Examinations centres
- Finalising the list of examiners

#### **Post Examination Process**

After receiving answer booklets and attendance sheets from all exam centres, both answer booklets and attendance sheets are tallied. Then, Part A of OMR sheets (Front Page) are scanned separately. After the evaluation, Part C of OMR sheets are scanned. Further, both scanned data are matched with students' details by using the barcode given in the Parts A and B of the OMR sheets.

TNOU uses dedicated software for scanning and result data processing. After completing evaluation of the scripts, result data are processed. The passing board meeting is conducted, results are finalized and

published through e-portal.

Fifteen days are given to students to apply for revaluation, retotaling and obtaining the photocopy of the scripts from the date of result publication.

Revaluation and retotaling are conducted and results declared. The certificates are dispatched to the learners concerned within a month.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Schedule of Term End Examination of preceding academic year	<a href="#">View Document</a>
Manual/ Handbook for conduct of Term End Examination	<a href="#">View Document</a>

### **2.5.2 Examination related Grievances Mechanism of the Institution to deal with examination related grievances in a transparent manner**

#### **Response:**

The examination system of the University provides mechanism to redress / resolve any reasonable and valid issues of grievances and provide relief to the candidates concerned based on rules and regulations of the University.

#### **1. Photocopy of Answer-Scripts**

After declaring examination results, provision is given to apply for photocopies of theory answer scripts, within 15 days from the date of announcement of examination results.

##### **1. Re-evaluation**

1. Re-evaluation provision is given for theory papers.
2. Every application for revaluation should be submitted by the candidate in the prescribed form along with the stipulated fee within TWO WEEKS after obtaining photocopy of the answer script.
3. Re-evaluation of answer-scripts is done by an examiner from the approved panel. In case the difference between 1st and 2nd valuation is 15 or above, the paper is given for 3rd valuation. The mark awarded in the 3rd valuation is final.

##### **2. Duplicate Certificate**

The students who apply for duplicate certificate such as hall ticket, mark statement, transcript, Consolidated Mark Statement / Degree Certificate are provided within a week after collecting fee.

##### **1. Name Change of the Candidate during Study**

1. A student who is currently enrolled may change or alter full legal name on the permanent academic record by presenting application along with the necessary supporting documentary evidence.
2. Documents required for change in name are as follows:

- a. Govt. Gazette (Original copy)
- b. Photocopy of the Statement of Marks of last examination

### 1. Correction in Name

1. To correct the spelling or the proper sequence of the name which is not due to data entry errors, the student shall present a copy of his / her birth certificate / Secondary School Certificate / other Government record like Passport.
2. Any errors in the Name of candidates printed in the Marks statement / Certificate / Hall Ticket may be brought to the notice of Control of Examinations for necessary correction with appropriate evidence.

### 2. Grievances through mobile, e-mail, SMS, and WhatsApp

1. The students can contact the mobile number 9345913382 which is exclusively given to Assistant Controller of Examinations to address the grievances. They can contact this number or send SMS or WhatsApp which are answered properly.
2. The e-mail IDs given in TNOU Website, [coe@tnou.ac.in](mailto:coe@tnou.ac.in) ; [controllertnou@gmail.com](mailto:controllertnou@gmail.com) ; [tnouexam6@gmail.com](mailto:tnouexam6@gmail.com) are used by the students those who have issues, which would be answered within a day or two.

### 3. Students Grievances Redressal Cell (SGRC)

The University conducts SGRC meeting at all Regional Centres in every 15 days. The grievances of the students are addressed in the meeting and those grievances related to Examination are directed to staff of Students Registration and Evaluation Division (SR & ED) to redressal immediately.

### 1. Enquiry Desk

On receipt of call / queries in person related to Examinations, these are answered by referring to University Entrepreneurship Management System (UEMS) and getting answers from SR & ED to respond to the students grievance.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Standard Operating Procedures related to Term End Examination related Grievances	<a href="#">View Document</a>

### 2.5.3 Formative Assessment Standard Operating Procedures employed for continuous (internal) assessment followed by the Institution

**Response:**

TNOU follows an evaluation pattern where all the stated Learning Outcomes of the Programme are assessed. The main objective of Evaluation is to assess the knowledge gained by the learners and motivate them to improve upon it and to build confidence among the students about the assessment system. A strict and flawless examination system, maintaining uniformity and consistency in assessment is followed which is the backbone of any evaluation system.

The TNOU adopts Formative / Continuous Internal Assessment (CIA) and Summative Assessment for assessing learning outcomes of learners. The Formative Assessment includes academic counsellors marked assignments, extended contact programmes, project work, seminars, workshops, practical, dissertation, and practice teaching (for B.Ed. & B.Ed. Spl. Ed.) which are systematically evaluated as per the table given below. The Summative Assessment is evaluated through Term End Examinations (TEE).

### Academic Pattern up to Academic Year 2019-2020

Programme		CIA	
		Min. Pass Mark	Max. Mark
PG Programme		16	25
B.Ed. (General)		16	25
B.Ed. (Spl. Ed.)	for 100 marks per course	14	25
	for 50 marks per course	8	12.5
UG Programme		14	25
PG Diploma		16	25

As per the TNOU norms, assignment submission is taken into account for awarding marks for CIA component. So that, a learner has to mandatorily submit the prescribed assignments for all the courses in a programme. He/she has to secure minimum pass mark in both the CIA and TEE, out 25 marks and 75 marks respectively in each course as indicate in the table. In case, a learner is not able to secure minimum pass marks in CIA, he/she has to obtain minimum aggregate pass marks in TEE, out 100 in each course.

### Academic Pattern for Calendar Year - 2020 Onwards

Programme	CIA	
	Min. Pass Mark	Max. Mark
PG Programme	13	30
UG Programme	13	30
PG Diploma	10	30

1. As given in the table, the learner has to secure the minimum required marks to get a pass in any

course.

2. Submission of assignment is mandatory (one assignment for every two credits for UG and PG programmes) as per UGC-DEB ODL Regulations 2017 & UGC-DEB ODL & OL Regulations 2020.
3. In case, a learner could not get the minimum passing marks in CIA, he/she may be permitted to resubmit the assignment(s) to obtain a minimum pass mark after paying prescribed fee.

### **Evaluation of Assignments**

1. Learners are advised to view the assignment submission seriously since assignments are important components of the Open and Distance Learning system. It is not only used as a teaching-learning tool by establishing a two-way communication between learner and counsellor, but it is also used for formative evaluation of a learner in ODL system.
2. Assignments can be submitted in two ways:

1. Submission of written assignments in person or through portal.

1. Acknowledgement is given / sent to the learners.
2. It is evaluated by the academic counsellors who are duly oriented beforehand by TNOU.
3. Evaluated assignments are returned to the learners with the evaluators' comments.

1. Online submission

1. Online Acknowledgement is given for submission.
2. Online Evaluation is done by trained academic counsellors
3. Online feedback to learners is given

1. Process of Monitoring Assignments encompasses the following:

Evaluation of assignments takes place at LSCs and there is constant and effective monitoring by the Coordinators of the RCs / LSCs.

1. Preparation stage (at the Head Quarters)

- Despatch of relevant course materials and assignments from Head Quarters (HQ)
- Preparation of assignment submission schedule
- Preparation of guidelines for the evaluators to evaluate assignments.

1. Management aspect (at the LSCs)

- Submission of assignments by the learners
- Despatch of the assignments to the evaluator
- Receipt of assignments from the evaluator
- Despatch of feedback on assignments to the learners



- Despatch of sample assignments to HQ for monitoring
- Despatch of monthly evaluation reports on assignment evaluation to the HQ in the prescribed format.

1. In both cases - online and off-line systems - marks shall be sent to the University HQ through secured online mode of transmission. The University through its Student Support Services Division (SSSD) fixes the dates in advance for the schedule of activities related to assignment submission, evaluation, feedback and transmission of assignment awards from LSCs to the University HQ.

2. For instance, if it is 5 or 6 Credit Course of a Programme, the following question pattern is prescribed.

### **Assignment Pattern for AY 2019-2020**

## **TAMIL NADU OPEN UNIVERSITY**

### **Chennai-15**

**School of -----**

### **ASSIGNMENT-1**

Programme Code No : \_\_\_\_\_

Programme Name : \_\_\_\_\_

Course Code & Name : \_\_\_\_\_

Batch : \_\_\_\_\_

No. of Assignment : One Assignment for every 2 Credits

Maximum CIA Marks : 25 (Average of all Assignments)

### **25 Marks**

Answer any one of the following questions not exceeding 1000 words

1. Question
2. Question
3. Question

**Assignment Pattern for CY 2020 and onwards**

**TAMIL NADU OPEN UNIVERSITY**

**Chennai-15**

**School of -----**

**ASSIGNMENT-1**

Programme Code No :  
Programme Name :  
Course Code & Name :  
Batch :  
No. of Assignment : One Assignment for every 2 Credits  
Maximum CIA Marks : 30 (Average of all Assignments)

**Max : 30 Marks**

Answer any one of the questions not exceeding 1000 words

1. Question
2. Question
3. Question

Note: If the course has six credits, students have to write three assignments or if the course has eight credits students have to write four assignments accordingly.

The following instructions are given by the SSSD,

- 1.Date of Publication of Assignment
- 2.Last date of submission of assignment by the learner to the LSC
- 3.Last date of submission of marks by the evaluator to the LSC
- 4.Date of evaluated marks distribution by the LSCs to the students
- 5.Last date of submission of assignment marks by the LSCs to the office of Controller of Examinations.
- 6.If indispensable, the University would call assignments to be sent to the University and make arrangements for evaluation.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Policy documents on Evaluation Methodology	<a href="#">View Document</a>

**2.5.4 Status of automation of Examination/ Evaluation processes Status of automation of examination / evaluation processes is represented by: (Choose any one)**

**Response:** A. 100% automation of entire Division & implementation of Examination Management System (EMS)

File Description	Document
Current Manual of examination automation system	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Annual reports of examination including the present status of automation	<a href="#">View Document</a>

**2.5.5 Involvement of external subject experts in evaluation process Extent of involvement of external subject experts and other academics in the evaluation related activities in the preceding academic year:**

- 1.Evaluation of Assignments
- 2.Evaluation of Projects
- 3.Preparation of Term End question papers
- 4.Moderation of Term End question papers
- 5.Evaluation of answer scripts
- 6.Examination related duties as invigilator, observer etc.

**Response:** A. Any 4 or more of the above

File Description	Document
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link to list of evaluators	<a href="#">View Document</a>

## 2.6 Learner Performance and Learning Outcomes

**2.6.1 Programme Outcomes** The Institution has stated Graduate Attributes / Programme Outcomes, Programme Specific Outcomes and Course Outcomes which are integrated into the assessment process

**Response:**

### 2.6 Learner Performance and Learning Outcomes

#### Graduate Attributes / Programme Outcomes

Graduate Attributes	Indicators	Attainment
Cognitive skills	a. ability to acquire in-depth and sound knowledge related to concepts, principles, theories and practicum	Diligent competence
	b. ability to analyse, synthesise, evaluate knowledge of contents	Intellectual calibre
	c. ability to apply knowledge and skills in real-time situations	Prudent discretion
Self-learning	a. ability to be self-directed at own pace and time	Shrewd acumen
	b. capacity to learn through other modes such as tutorials, webinars, YouTube and books	Perspicuous sagacity
	c. capacity to identify problems, finding solutions and do self-assessment	Amenable pragmatism
Soft Skills and	a. ability to expose interpersonal skills, leadership qualities and team-spirit	Dynamic authority
Life Skills	b. ability to follow flexibility and adaptation in new environment, self-motivation and self-reliance	Vital humility
Civic responsibilities and Values	a. appreciation of law, self-discipline, dedication to common cause and government policy	Deferentially docile
	b. recognition of moral, social and cultural values and their implications	Ethnically well founded.
Techno-skills	a. acquire knowledge on available technologies and assess their merits and demerits	Ethically upright

	b. makes use of relevant technologies to achieve specified tasks	Ardently industrious
Behavioural skills	a. ability to gain problem-solving approaches to show progress and avoid stress	Scrupulously diligent
	b. capability to imbibe time management and self-improvement along with appropriate communication	Meticulously autonomous
Employability and Entrepreneurial skills	a. ability to proceed with self-initiation, self-management through planning and organizing with the help of technology	Astute tech-savvy
	b. ability to use creativity; apply courage; handle risks and keep perseverance	Assiduously tenacious
Life-long learning	a. ability to pursue knowledge continuously for personal development and professional development	perseverance
	b. becoming a contributing member of the society	Munificent benefaction



TNOU Graduate Attributes include cognitive skills, Self-learning, Soft Skills and Life Skills, Civic responsibilities and Values, Tech-skills, Behavioural skills, Employability and Entrepreneurial skills, and Life-long learning which are core to design and delivery of programmes of studies, and assessment of student learning. Since the Graduate Attributes are the quality indicators to prepare graduates as contributing members of the society, the University takes up it as a priority.

The Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of each programme of study were articulated in terms of reference of the objects specified in the Act of the University.

Workshops were conducted at the University / Schools of Study level to provide orientation training on Outcome Based Education, using measurable behavioural or operational verbs as stated in Bloom's Taxonomy and preparing POs, PSOs and COs.

The POs of each programme of study have revealed the attainment goals of the Graduate, Postgraduate and M.Phil. and Ph.D. programmes. Each School has clearly stated the PSOs for the programmes offered.

The Course Writers have prepared the COs in line with the syllabus and delivery of contents which were finalized by the Editors / Reviewers of the course materials. The suggestions of the Academic Counsellors and the students were taken up for review and are incorporated.

The POs, PSOs and COs are parts of Programme Project Report (PPR) which come into operation after obtaining due approval from the Academic Council of the University.

The corrections, suggestions and recommendations given by the professionals and stakeholders were scrutinized in the Board of School and revisions were made wherever required.

### **Communicating POs, PSOs and COs**

The University communicates through Induction programmes and Learner Support Centres (LSCs) about the vision and the mission and the graduate attributes of the University to the newly admitted learners.

The POs and PSOs are available in the University website for the reference of learners and others. The COs are given syllabi of each programme.

The POs, PSOs and COs are explained to the learners during personal contact programmes, counselling classes and practical sessions conducted at LSCs.

The COs are posted in the University website and presented in the course materials prepared for the programme of study.

### **Assessment of POs, PSOs and COs**

POs, PSOs and COs are reflected through the level of attainment of knowledge and skills by the learner which would be tested through Continuous Internal Assessment (CIA) and Term-end Examinations.

The COs are specifically assessed by the learner through self-check progress given in the course contents. Assignments are also given for assessing the desired outcomes.

Both formative assessment and summative assessment are helpful for assessing the POs, PSOs and COs.

### **Evaluation of Programme**

The learners provide feedback on the courses learnt by them through feedback survey form which would express the effectiveness of courses presented to them in order to achieve POs.

As the University has begun working on POs, PSOs and COs from beginning of study year, the attainment of COs is assessed after the completion of each course. Subsequently, the attainment of PSOs and POs in the two years of PG programmes and in the three years of UG programmes would be assessed and achieved.

**University Examination:** These TEEs are of 3-hour duration and cover the entire syllabus of the course. It would generally satisfy all course outcomes for a particular course. The COs are evaluated based on the set attainment levels.

**Practical Subjects:** Lab related programmes provide learners first-hand experience with course concepts and the opportunity to explore methods used in their discipline. All students are expected to learn the practical aspects of the subject and develop the necessary skills to become professionals. In order to facilitate interaction among the students and to develop team spirit, the students are expected to carry out experiments in groups. Performance assessment is based on the ability of the students to actively participate in the successful conduct of prescribed practical work and draw appropriate conclusions. The student submits a record of practical work performed in each lab session.



The attainment of outcomes is generated through Term End Examination results, which are managed by well-established Electronic Data Processing (EDP) examination platform overseeing the pre-examination, examination and post examination process.

Introduction of outcome-based education system enhances placement opportunities for the learners.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Graduate Attributes / Programme Outcomes, Programme Specific Outcomes and Course Outcomes	<a href="#">View Document</a>

### 2.6.2 Percentage of completion status of UG and PG degree programmes with in specified period

**Response:** 56.44

2.6.2.1 Number of UG/PG learners completed the degree program within 3 to 5 years for UG & 2 to 4 years for PG.

Response: 5650

File Description	Document
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link to declaration of results	<a href="#">View Document</a>

## 2.7 Learner Satisfaction Survey

### 2.7.1 Online Learner Satisfaction Survey regarding teaching-learning process

**Response:** 2.89

File Description	Document
Database of all currently enrolled learners	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Promotion of Research and Facilities

**3.1.1 Policy for promotion of research** The Institution has a well defined policy for promotion of systemic and discipline based research. Also, explain the assigned budget for research and its utilization, methods for implementation and monitoring.

**Response:**

Research is a core element of higher education and it reflects both in the Vision and the Mission of our University. TNOU is recognized under 2F and 12-B of University Grants Commission (UGC), Government of India and also accorded permission to offer both Ph.D. and M.Phil., as per UGC approval letter F.No.2-1/2017 (DEB) –III/DEB –IV) dated May, 2017.

TNOU plays a significant role in the promotion of systematic and application-based research activities by encouraging its faculty members and research scholars to pursue research in various disciplines, such as Arts, Social Sciences, Sciences, Languages, Education, Continuing Education and Management. The university is committed in the pursuit of excellence towards research and aims to achieve international recognition through inter/intra-departmental and inter-/intra-institutional collaborative research across the spectrum of various domains of studies.

The objectives of the Research Programme Section (RPS) are as follows:

- a. Establishment of Research Facilities
- b. Resource Mobilization for Research
- c. Compliance of the Research Ethics
- d. Dissemination of Research Work
- e. Academic, Research & Industrial Collaboration
- f. Incentives & Awards for Research Excellence

In order to fulfill the objectives and maintain quality research, TNOU has constituted various regulatory bodies, such as Internal Research Advisory Committee, Committee on Publication Guidelines, Ethics Committee, Research Council and Planning & Development Cell. Further, TNOU provides research facilities such as Reference Library with 26,795 books, research Journal's subscription and Media laboratory for faculty members and research Scholars.

The Research and Development activities such as conduct of International, National Workshops / Conferences / Seminars, Sanction and completion of Research Projects; Publication of Research Articles in the reputed International/National research journals by the Faculty members and Scholars are ensured regularly and these activities are published in the University Monthly E – Bulletin from 2019. This encourages UG, PG students, research scholars and faculty members to contribute towards quality research.

The University offers M.Phil. and Ph.D. programme from 2017 onwards through Regular stream (Both Full-time and Part-time) in accordance with the UGC M.Phil./Ph.D. Regulations – 2016 / TNOU M.Phil. / Ph.D. Regulations - 2017. 22 candidates have successfully completed Ph.D. degrees and 141 Ph.D. research scholars are pursuing their research in various disciplines. Out of 141 research scholars, 83 are from rural background and 58 are from urban areas, 68 are women and 73 are men.

It is noteworthy to mention that the TNOU provides the University Research Fellowship of Rs. 10,000/- per month for 2nd year scholars and Rs.12,500/- per month for 3rd year scholars along with an annual contingency of Rs. 10,000/- from 2019.

The faculty members regularly apply for minor/major research projects to various Government and Non-governmental funding agencies and some of the faculty members have received funds for conducting research projects during 2017 to 2022. Similarly, TNOU has sanctioned funds to faculty members to do in-house research projects. The policy for promotion of research is regularly revised to encourage faculty and research scholars to excel in research.

<b>File Description</b>	<b>Document</b>
Policy document on promotion of research	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Minutes of the Governing Council/ Syndicate/Board of Management / Academic Council/ Research Council related to research promotion policy adoption	<a href="#">View Document</a>

### **3.1.2 Research facilities for teachers, other academics and learners Research facilities available to the teachers, other academics and learners of the Institution for pursuing research**

- 1. Reference Library**
- 2. Online subscription to research journals**
- 3. Research/Statistical Databases**
- 4. Media Laboratory / studios**
- 5. Science laboratories**
- 6. Computing Laboratory and support for both qualitative and quantitative data analysis including softwares**
- 7. Data curation and sharing facility**
- 8. Language laboratory**
- 9. Central Instrumentation Centre**

**Response:** A. Any 6 or more of the above

File Description	Document
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
URLs of the available facilities	<a href="#">View Document</a>

### 3.2 Resource Mobilization for Research

#### 3.2.1 Government and Non-government grants for research

**Response:** 12.68

**3.2.1.1 Grants for research projects and Chairs sponsored by the government and non-government sources such as Industry, Corporate Houses, International bodies, endowments, professional associations etchas been received by the Institution year wise over the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1.68	6	5

File Description	Document
Award letters for research projects sponsored by government and non-government	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>

#### 3.2.2 Research projects funded to teachers – Number of research projects funded by the institution / government and non-government agencies per teacher

**Response:** 0.09

**3.2.2.1 Number of research projects funded by the institution / government and non-government agencies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	2	1	1

File Description	Document
List of research projects	<a href="#">View Document</a>
Document from Funding Agency	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Link of the funding agency website	<a href="#">View Document</a>

### 3.3 Innovation Ecosystem

**3.3.1 Innovative initiatives of the Institution** Institution has taken initiatives for creating an ecosystem for Innovation by establishing Innovation Centre/Cell. The institution has also taken innovative initiatives by providing access to diversified learner groups

#### Response:

Tamil Nadu Open University, established by the Government of Tamil Nadu in 2002, is recognized under 2F and 12-B status by University Grants Commission (UGC), Government of India and also accorded permission to offer both Ph.D. and M.Phil. as per UGC approval letter F.No.2-1/2017 (DEB) –III/DEB –IV) dated May, 2017. The University has established an Innovation Council as per UGC guidelines.

University has signed MoUs with various industries and organizations to inspire faculty and students to carry out innovative projects. Students of various courses are trained to undergo real time field work and to prepare models which can result in novel projects of impact to society, industries, and community.

Tamil Nadu Open University is the pioneer amongst all State Open Universities in introducing various innovative teaching-learning practices like digital, multi-media, e-content lessons, E-SLMs, On-line assignments and counseling classes.

#### Centre for Electronic Media Production and Research (CEMPR)

A well equipped audio/video studio is established to produce recorded multi-media lectures to supplement printed learning materials and face to face classes. CEMPR has also developed a Youtube channel and i-radio for creating awareness on various social issues and to promote higher education in distance mode. Moreover, Online Seminars and Workshops are also conducted for the same purpose. The Centre is involved in conducting online Induction programme, Counselling classes, Assignment submission and Term End Examinations.

#### Institutional LMS:

The institutional LMS provides 'End to End automation service' which ensures two way communication to the students in all aspects from admission to convocation. From the pandemic period, assignments submission and Term End Examination are conducted online from 2020. All information from admission to convocation is disseminated through web site [www.tnou.ac.in](http://www.tnou.ac.in), email and mobile phones of students.

#### Face Recognition Attendance System

As a step towards digitalization of administration, Face Recognition Attendance System is implemented for all faculty, non-teaching staff and research scholars of the University. Both in-time and out-time are mandatory for all to mark attendance for a day.

### **Students Support Service Division - (SSSD)**

Students Support Service Division (SSSD) is coordinating academic activities like Counselling sessions and Assignment evaluations through the Regional Centres (RCs) and Learner Support Centres (LSCs) of Tamil Nadu Open University. Through web based technology, portal and TNOU App, it coordinates and monitors all 12 RCs, and 210 LSCs including Government Arts and Science Colleges and Self-finance Arts and Science Colleges in addition to 9 Jail Study Centres. These centres/colleges are spread over the entire State of Tamil Nadu. The University has also signed an MoU with LSCs, CCs, Work centres. SSSD is responsible for hosting online assignments and evaluation, conducting online and off-line counseling classes and providing all support services to the students.

**Computer Lab:** It consists of 40 Computers used for various academic, administrative and allied purposes. The Computers are installed with various up to date software such as MS 365, C, C++, Adobe Package and audio video editing.

**YouTube:** University has a separate you tube channel which hosts all educational and university related videos. Recordings of online classes, seminars and workshops are also available in the channel.

**Language Laboratory:** The Language Lab was established in 2012, to improve language skills of UG, PG students and research scholars. The lab has desktop computers with head phone facility for better interactive learning. The lab is open to all the stakeholders.

### **E-Resources:**

Self-Learning Study Materials at Students' Finger Tip: Study materials of all the courses are available on the University website to enable the students to easily view, read, download and refer at his/her own convenience.

### **Virtual Counseling Classroom:**

Utilizing CISCO Webex on-line meeting platform, counseling classes are conducted. This technology is used in the absence of face to face interaction in the physical classroom. This process enables a good interaction between the teacher and the taught. These classes are conducted as and when required by the students and the teachers. Webex is also used to host meetings at the University level involving many faculty and students.

### **Grievance and Redressal System:**

Grievance redressal operations are carried out both in online and offline mode. The Grievance cell receives on line petition and it is forwarded to the respective sections for clarifications. The Cell is also linked to the UGC Grievance portal and the Centralized Processing Grievance redressal Mechanism of Tamil Nadu State for extra resolutions. Total Number of grievances received at Head Quarters that are redressed during the last five years from 2017 to 2022 is 1,474.

**Centre for Multimodal Materials Production for Differently-abled (CMPD):**

The Centre for Multimodal Materials Production for Differently-abled (CMPD) is established at the headquarters of Tamil Nadu Open University as per the Tamil Nadu G.O.Ms.No.72 of Higher Education (K2) Department dated 21.05.2012. The Centre aims to cater to the educational needs of students with disabilities of our University as well as in and around Chennai city. The Centre extends its services across the State through the Regional Centres of the University. Centre for Multimodal Materials Production for Differently-abled (CMPD) aims to produce Braille books / materials with or without tactile graphics, talking books in human voice, large print materials in various subjects in English and regional language based on the needs of students with visual impairment. The aim of the Centre is to produce learner-based closed caption educational videos with sign language for students with hearing impairment and produce multimedia based computer assisted educational packages for students with learning disabilities. This Centre has an exclusive library facility for scholars doing research on differently abled persons and it also houses a facility for books for differently abled students to pursue degree programmes and Ph.D. programme.

File Description	Document
The Innovation Centre/ Cell	<a href="#">View Document</a>
Initiatives taken by the institution	<a href="#">View Document</a>

**3.3.2 Workshops / seminars conducted on innovative practices****Response: 11****3.3.2.1 Total number of workshops/seminars conducted year wise over the last five years on:**

- **Intellectual Property Rights (IPR)**
- **Open Educational Resources (OERs)**
- **Massive Open Online Courses (MOOCs)**
- **Technology-Enabled Learning**
- **Learning Management System**
- **Development of e-content**

2021-22	2020-21	2019-20	2018-19	2017-18
3	2	2	3	1

File Description	Document
List of workshops/seminars over the last five years	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Report of the event/ link to the material developed	<a href="#">View Document</a>

**3.3.3 Innovative content developed in the form of e-modules / e-SLMs / MOOCsfor :**

- NMEICT
- NPTEL
- SWAYAM
- e-PG Pathshala
- e-SLMs
- other MOOCs platform
- Institutional LMS

**Response:** 70**3.3.3.1 Total number of e-content modules developed for any of the platforms listed above**

2021-22	2020-21	2019-20	2018-19	2017-18
18	51	1	0	0

<b>File Description</b>	<b>Document</b>
List of the innovative contents developed over the last five years	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>

**3.3.4 Awards for innovation****Response:** 22**3.3.4.1 Number of Awards for innovation received by the Institution, its teachers/other academics/ research scholars/Learners year wise over the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
07	06	03	03	03

<b>File Description</b>	<b>Document</b>
Scanned copies of award letters	<a href="#">View Document</a>
Award details	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>



### 3.4 Research Publications and Awards

**3.4.1 Mechanisms to check malpractices and plagiarism in research** The institution has a stated code of ethics for research, the implementation of which is ensured by the following: (over the last five years)

1. Research methodology with course on research ethics
2. Ethics Committee
3. Plagiarism Check
4. Committee on publication guidelines

**Response:** A. All 4 of the above

File Description	Document
Notification for Research Ethics Committee	<a href="#">View Document</a>
Minutes of the committee	<a href="#">View Document</a>
Institutional code of ethics document	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 3.4.2 Ph.D. degrees awarded per recognised research guide of the University

**Response:** 172.73

#### 3.4.2.1 Number of Full time teachers recognized as guides by the University as per UGC regulation over the last 5 years

**Response:** 38

#### 3.4.2.2 Number of Ph.D. degrees awarded per recognised research guide of the University year wise over the last five year

2021-22	2020-21	2019-20	2018-19	2017-18
20	2	0	0	0

File Description	Document
List of Ph.D. scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Web-link of the Research page	<a href="#">View Document</a>

### 3.4.3 Research publications – Number of research papers published per teacher of the institution in the Journals notified by UGC care list during the last five years

**Response:** 186.34

3.4.3.1 Number of research papers published by the faculty of the Institution in the Journals notified by UGC care list

2021-22	2020-21	2019-20	2018-19	2017-18
77	80	46	87	92

File Description	Document
As per Data Template	<a href="#">View Document</a>
Web-link of research papers published	<a href="#">View Document</a>

### 3.4.4 Books and Chapters in edited volumes published per teacher etc

**Response:** 144.88

3.4.4.1 Number of books and chapters/ units in books/ SLMs published of the institution during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
152	85	12	21	27

File Description	Document
As per Data Template	<a href="#">View Document</a>
Web-link of publications	<a href="#">View Document</a>

**3.4.5 Citations of the publications****Response:** 3.12

File Description	Document
Data Template	<a href="#">View Document</a>

**3.4.6 h-index of the Institution Details of the publications of the teachers and other academics of the Institution year wise over the last five years to calculate h-index of the Institution based on the Citations of the publications in Scopus / Web of Science****Response:** 6.5

File Description	Document
Citations of publications based on Scopus / Web of Science – h-index of the institution	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**3.5 Consultancy****3.5.1 Consultancy Policy The Institution has a policy on consultancy including revenue sharing between the institution and the individual/ agency****Response:**

Consultancy is considered to be one type of enterprise activity and is recognized as a valuable mechanism for facilitating knowledge and technology transfer through which the organization believes it can contribute to creating economic and social impact. The University is committed to making its expertise available through service to various industries, academics, government, educational institutions and research organizations. A Research Consultancy may be the outcome of a tender or an individual negotiation. This Policy provides provisions for conducting consultancy to ensure that consultancy undertaken by faculty is consistent with the University's strategic and operational objectives and the costs are sustainable.

**The Guiding Principles**

a) There should be demonstrable benefit to the University from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff members.

b) The Consultancy must not be in conflict with the functions and objectives of the University or damage the University's reputation.

- d) All Consultancies are required to include overheads.
- e) Outside Services of the Faculty are not covered in this policy.

### **University Non-research Consultancy**

Non-research Consultancies include non-research activities performed under contract for other organisations / persons. Non-research Consultancy would include the provision of professional services to external agencies for a fee.

### **Private Consultancy**

In principle a faculty is not supposed to undertake a private Consultancy unless it is approved by the Director of the School and the Registrar. However, the faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties and obligations to the University.

### **The Criteria**

- The tasks associated with the Private Consultancy will be accomplished without unduly affecting the duties of the position;
- The use of University trademarks such as letterheads, brands etc. or University intellectual property is strictly prohibited in Private Consultancies;
- No University facility will be used to fulfill the requirements of the Private Consultancy
- The staff member agrees to all actions, claims, loss, damage, costs, charges and liabilities
- The University has to receive 20% of income from consultancy
- The Administrative fee may be 5% of gross income for the University.

### **Condition**

- The University allows staff to engage in consultancies provided they do not interfere with the discharge of their duties.
- Academic Staff may spend one day per week on approved Consultancies, with a maximum of 48 days per year.
- Protection under the University's professional indemnity is subject to the terms, conditions and exclusions within those policies.
- Access to the University's financial management processes to support and enable invoices to external organizations for funding and expenditure of project costs.
- Access to the University's resources such as technical and administration staff, equipment and telecommunications, is subject to approval by the Faculty or Office.
- Any Consultancy conducted by a faculty that accesses resources of the University will be regarded as a Research or Non-research Consultancy and subject to the conditions of this Policy.
- Any intellectual property arising from any Research and Non-research Consultancies will be governed by the Intellectual Property Policy.

File Description	Document
Policy document on consultancy	<a href="#">View Document</a>
Minutes of the Governing Council/ Syndicate/Board of Management related to consultancy policy	<a href="#">View Document</a>

### 3.5.2 Revenue from consultancy – Revenue generated by the Institution from consultancy

**Response:** 0

#### 3.5.2.1 Revenue generated from consultancy provided by teachers and other academics of the Institution year wise over the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
List of teachers and other academics providing consultancy	<a href="#">View Document</a>
Audited statements of accounts indicating the revenue generated through consultancy	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 3.5.3 Revenue from training/ seminars/ conferences/ etc. – Revenue generated through sponsored training programmes/ seminars/ conferences sponsorship, etc.

**Response:** 61950

#### 3.5.3.1 Revenue obtained as sponsorship by the Institution for conducting training programmes/seminars/ conferences (INR in Laksh)

**Response:** 0.61

File Description	Document
Schedule of the training programmes	<a href="#">View Document</a>
Audited statements of account indicating the revenue generated through training	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>

### 3.6 Extension Activities

#### 3.6.1 Extension activities The impact of the extension activities of the Institution in sensitizing the learners and other stakeholders to social and sustainable development issues leading to inclusive society over the last five years

##### Response:

TNOU constantly conducted Extension Activities in the areas of health, education, gender welfare and livelihoods especially in rural area of Tamil Nadu. All activities are focusing on creating awareness about social and sustainable development issues leading to inclusive societal development. The Extension Activities are such as: Unneth Bharat Abhiyan, Certificate programme on Noval Corona Virus, CRE Programme, Webinar on PWD inclusiveness, yoga Day, ICT workshop, TADHCO training on TET, short course on entrepreneurship and Short term course on Gnana Tamil. which leads to sensitizing learners and other stakeholders to social and sustainable development issues leading to inclusive society.

TNOU conducts Certificate programme on Noval Corona Virus in collaboration with Tamil Nadu Dr. MGR Medical University, The Extension programmes include Programme on Application of Technology in Education and Training to teach the sensory and Neuro development Disabilities among students by Continuing Rehabilitation Education, (CRE). Stress Management and Yoga for the Staff of Viluppuram Municipality, CRE Programme on Training to be a Teacher at Institution / College, Awareness on Cyber Crimes,

Two-day Skill Training Workshop On ‘‘HAND EMBROIDERY’’, Work Shop on Fashion Jewellery, Transgender Promotion Activities etc. Special programmes are also conducted for the welfare of SC/ST women in collaboration with Tamil Nadu Adidraavidar Housing Corporation Ltd. One of the unique activities is Prime Minister Unnath Bharath Abhiyan Project in which TNOU has actively participated. The key roles undertaken are conducting awareness programme, field survey and organising Grama sabha meetings to implement the project. In 2022, School of Education and Centre for University Industry Institutional Collaboration conducted one day Online Workshop on ICT Application in Academic and Administration of Academic Counsellors, sponsored by Tamil Nadu State Higher Education Council on 06.05.2022.

The School of Management Studies, in collaboration with Entrepreneurship Development Institute, Chennai, offers 3-month Certificate course on ‘‘Entrepreneurship Skill Development’’. The School of Tamil and Cultural Studies, in collaboration with Gnana Tamil Ilakkiya Aarachi Irukkai, Chennai offers 3-month short term course on Gnana Tamil. The School of Extension Education has conducted International Yoga Day in 2017, 2018, 2019, 2020, 2021, and 2022. All these programmes witnessed participation from faculty, students and local community in big numbers. Placement Cell conducted 24

Vaazhviyal Arangam programme to motivate students through the speeches of achievers in various fields, in collaboration Mylai Thiruvalluvar Tamil Sangam in 2021 and 2022.

### IMPACTS THROUGH EXTENSION ACTIVITIES OF TAMIL NADU OPEN UNIVERSITY

- Novel Corona Virus certificate programme created Covid Awareness, Practice preventive measures among students and teachers in all higher education institutions.
- Teachers and students are trained on Sensory and Neuro disability by CRE programme.
- The stress level managed by yoga practices and leads to happy life.
- Cybercrime awareness created and practice to avoid social media misuse.
- College Teachers are Trained on ICT application in Education and Management.
- SC/ST students are trained and passed in Teachers Eligibility Test by TADHCO
- Entrepreneurial skill developed through short-term course conducted by School of Management.
- UBA Project trained on personal Health and Hygiene among rural population and avoid plastics in daily life.

File Description	Document
Brochures of the activities	<a href="#">View Document</a>
Activity Reports	<a href="#">View Document</a>

### 3.6.2 Recognition of extension activities

**Response: 2**

3.6.2.1 Number of awards and recognition received for extension activities from Government /recognized bodies during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	0	1

File Description	Document
Scanned copy of the award letters	<a href="#">View Document</a>
Awards for extension activities	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>

### 3.6.3 Collaborative extension and outreach Programmes

**Response: 98**

### 3.6.3.1 Number of extension and outreach Programmes conducted in collaboration with Community Based Organizations, Government and non-government Organizations year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
15	26	22	26	7

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>

### 3.6.4 Participation in extension activities

Response: 17

#### 3.6.4.1 Number of employees and learners participating in extension activities conducted by the Institution with Government Organizations, Non-Government Organizations and Programmes such as Swachh Bharat, AIDS Awareness, Gender issues, Rights of PwD year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6	4	3	3	1

File Description	Document
Report of the event	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>

## 3.7 Collaboration

### 3.7.1 Collaborative activities with Institutions

Response: 25

#### 3.7.1.1 Number of Collaborative activities for research, programme development and faculty exchange with institutions year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6	11	2	4	2



<b>File Description</b>	<b>Document</b>
Scanned copies of collaboration document	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>

### 3.7.2 Collaborations with industries

**Response: 7**

3.7.2.1 Number of collaborations with industries for learner exchange, internship, establishing Chairs during the last five years:

Response: 7

<b>File Description</b>	<b>Document</b>
MoU of the collaboration (s)	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Web-link of the collaborator	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 Facilities available at Institution Headquarters and Regional Centres Infrastructural facilities viz., academic units, administrative units, storage and dispatch units, library, Laboratories, Multimedia Laboratories, Seminar Rooms, Auditorium, warehouses, Media Production, Print Production, etc.**

**Response:**

The Headquarters of Tamil Nadu Open University is located in the central part of the Metropolitan City, Chennai at No. 577, Anna Salai, Saidapet, Chennai-600 015 and has a land of 7869 Sq.mt or 1.94 Acre. The University has three separate buildings namely Administrative Building, Academic Building and Materials Storage and Dispatch buildings.

The Administrative Building of the University is a seven storied (G+7) building with a built-up plinth area of 7632 sq.mt. The building houses the various administrative divisions of the University.

1. The first floor of the Administrative Building has a Reception, Students waiting lobby, Admission section including the Spot admission centre and the Tapal section.
2. The second floor houses the Student Support Services Division (SSSD), Centre for Internal Quality Assurance (CIQA), and the three Chairs of the University namely (1) Anna Chair, (2) Thiruvalluvar Chair and (3) Periyar Chair.
3. The third floor accommodates the Vice Chancellor's Chamber and the Office of the Vice Chancellor. The floor also has a Syndicate Hall.
4. The fourth floor houses the Administrative Division and the Office of the Registrar. The floor has a mini conference hall which accommodates 100 persons and is also utilised for orientation programmes, training programmes, seminars, workshops and other meetings.
5. The fifth floor is occupied by the Finance Division consisting of the Office of the Finance Officer, Audit Rooms and separate sections for Accounts maintenance. The floor also accommodates a small Board Room and a Dining Hall.
6. The sixth floor is for various cells such as Equal Opportunity Cell, SC/ST Cell, Alumni Cell, National Innovation Cell, Anti Ragging Cell, Women Cell, Environment Cell, Students Grievances and Redressal Cell and Placement Cell.
7. The seventh floor is provided with a Server Room, a studio of the Centre for Electronic Media Production and Research (CEMPR), and a Centre for Online Learning (COL).
8. The ground floor has stilt parking facility for cars and powered two wheelers and Electricity Board (EB) room.

All the floors are provided with purified RO drinking water facility, separate washrooms for men and women. The internet connectivity is available in all the 7 floors with NKN and Tata Teleservices internet lines. Wi-fi facility is available at the required points. Sufficient numbers of desktop, laptop and photocopiers have been provided for smooth functioning of the University at Administrative Building. Ramp and Lift Facilities on each floor are also made available in this Building for the benefit of differently abled persons. Fire and safety equipment including fire extinguishers, fire auto-alarm system and smoke

detectors along with water spraying facility are available along with power backup provided by UPS for electronic equipment and two generators with a combined capacity of 250KVA for heavy electrical appliances.

The Academic Block is a five storied (G+5) building with the built-up area of 8495 sq.mt. This Block houses the various Schools of Study, auditorium, labs and classrooms.

1. The first floor of the academic block accommodates the Library, Meeting Hall, Chemistry lab, Physics lab, Zoology lab, Language lab, Psychology lab, Health Centre and Electrical and Plumbing Stock Room.
2. The second floor houses the Department of Special Education, School of Continuing Education, School of Management Studies, School of Politics and Public Administration, School of Journalism and New Media Studies, Department of History, TNOU Constituent Community College, Sewing machine lab.
3. The third floor is occupied by School of Sciences, School of Social Sciences, School of Computer Sciences, School of Tamil and Cultural Studies and School of Humanities.
4. The fourth floor is occupied by the Students Registration and Evaluation Division (SRED), which includes the Office of the Controller of Examinations and Assistant Controller of Examinations, Examination Section, Evaluation Section, Certificate Section, Question Paper scrutiny room, Research Section, Moderation room and a Strong room. Further, the Department of Criminology and Criminal Justice Administration and the Central Valuation Hall for evaluation of Answer Scripts are also housed on the fourth floor of the TNOU Academic Block.
5. All Schools are equipped with ICT facilities including computers, photocopiers, scanners, printers, telephone and internet connections.
6. The fifth floor has a Convocation Hall with a seating capacity of 600.
7. The sixth floor has a Thiruvalluvar Mini Auditorium with a seating capacity of 100 for conducting Seminars, Meetings, Workshops.
8. The ground floor has stilt parking facility for cars and powered two-wheelers, Estate office, visiting Doctor's Clinic, Day-care Centre and Electricity Board (EB) room with HT transformer.

The facilities available in the administrative building are also made available in the Academic Block of the University.

The Materials Storage Building is a two storied (G+2) building with a built area of 2553.9 sq.mt. The Materials Storage Building houses the Storage of materials, Ramanujam Computer Lab, the Centre for University Informatics (CUI) and a Guest House.

The facilities available in the administrative building are also made available in the Material Storage Building of the University.

TNOU has established 12 TNOU Regional Centres at Chennai, Coimbatore, Dharmapuri, Kothagiri (exclusively for tribals), Madurai, Mayiladuthurai, Salem, Sivagangai, Trichy, Tirunelveli, Tiruvannamalai and Villupuram. All the 11 Regional Centres are functioning in the rental buildings except the TNOU Villupuram Regional Centre which has the TNOU own facility.

All the TNOU Regional Centres are equipped with ICT facilities including computers, photocopiers, scanners, printers, telephone, internet connections. Facilitation Centres have also been set up at all the

Regional Centres to help the prospective learners for Online admission.

TNOU Regional Centre at Villupuram has its own building of 1348 sq.mt. The TNOU Constituent Community College has also been housed at Villupuram Regional Centre and it accommodates Chamber of Assistant Professor cum Coordinator of Regional Centre, Chamber of Assistant Professor cum Coordinator of Constituent Community College, 4 classrooms and a conference hall with restrooms separately for men and women. Free internet service connection with BSNL is provided to the learners for academic purposes. A small Library and a Fashion Design and Garment Making Lab are also available at TNOU Villupuram Regional Centre for training and examination purposes.

File Description	Document
Geo-tagged photographs of campus and all other infrastructural facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Annual report of the Institution	<a href="#">View Document</a>

#### 4.1.2 Expenditure incurred for infrastructure augmentation –Percentage of expenditure incurred for infrastructure augmentation

**Response:** 31.33

4.1.2.1 Expenditure incurred for infrastructure augmentation excluding salary year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
130	357	1197	1002	190

File Description	Document
Budget allocation for infrastructure	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 4.1.3 Percentage of the expenditure incurred on maintenance of physical facilities and academic support facilities

**Response:** 0.92

#### 4.1.3.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
41	18	6	17	13

File Description	Document
Budget and Statements of Expenditure	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 4.2 IT Infrastructure

### 4.2.1 ICT enabled facilities at HQs – Percentage of IT enabled rooms and seminar halls of the Institution for academic support at Headquarters.

**Response:** 100

4.2.1.1 Number of rooms and seminar halls for academic support with ICT facilities/Wi-Fi/LAN at the Institution HQs (Data for the latest completed academic year)

Response: 209

4.2.1.2 Total number of room and seminar halls for academic support at the Institution HQ (Data for the latest completed academic year)

Response: 209

File Description	Document
Geo- tagged Photographs of IT infrastructure facilities at HQs	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 4.2.2 ICT enabled facilities at RCs – Percentage of IT enabled rooms and seminar halls of the Institution for academic support in Regional Centres (RCs)

**Response:** 80

**4.2.2.1 Number of rooms and seminar halls for academic support with ICT facilities/Wi-Fi/LAN at Regional Centres (RCs). (Data for the latest completed academic year)**

Response: 32

**4.2.2.2 Total number of room and seminar halls for academic support at Regional Centres (RCs) (Data for the latest completed academic year)**

Response: 40

<b>File Description</b>	<b>Document</b>
Photographs of infrastructure facilities at a few RCs	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**4.2.3 ICT enabled facilities at LSCs – Percentage of IT enabled rooms and seminar Halls of the Institution for academic support in learner support centres (LSCs)****Response:** 100**4.2.3.1 Number of rooms and seminar halls for academic support with ICT facilities/Wi-Fi/LAN at Learner Support Centres (LSCs) (Data for the latest completed academic year)**

Response: 549

**4.2.3.2 Total number of room and seminar halls for academic support at learner Support Centres (LSCs) (Data for the latest completed academic year)**

Response: 549

<b>File Description</b>	<b>Document</b>
Geo – tagged Photographs of infrastructure facilities at a few LSCs	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>

**4.2.4 Frequency of updating of IT facilities – Frequency of IT facilities updated at the Headquarters and the Regional Centres of the Institution including website, online system, etc****Response:**

Updating of Information Technology (IT) facilities is considered the most important in TNOU. The updation is done periodically and sometimes as and when required. Website updation are carried out based on the feedback received from the Public, TNOU Learners, Faculties, Staff of Regional Centres and Coordinators of Learner Support Centres and Academic Counsellors also.

An update is necessary for running the IT systems; the University always takes initiatives to modify and update the existing IT infrastructure after making requirement analysis of each system. The feedback from the users and other stakeholders are considered and the technical feasibility study is also carried out with cost-benefit analysis.

In case of the University website, the information is given in different sections of the Website after approval of the competent authority. The updated information is displayed in the recent updates and in other visible manner for communicating the modified information to the concerned at the earliest. The information about various Statutory Bodies of TNOU and their members has been updated as and when changes take place in the Statutory Bodies.

The Self Learning Materials, Assignments, Establishment related forms and norms for various delivery mechanisms, Programme Project Reports of TNOU Programmes, Model Question Papers for reference and other required documents which are very essential to the Learners of TNOU are made available in the appropriate platforms through the web portal and in TNOU website.

The University also maintains a separate ICT service platform which gets updated from time to time. Learners' status tracking system is also available to the learners through TNOU App which can be used on Android smart phones for tracking their status anywhere and anytime. All the servers and desktops of the TNOU run on Licensed Operating Systems along with application, utility and antivirus software with automatic updating facilities. The Headquarters at Chennai is connected under National Knowledge Network (NKN), enabling all the web and cloud-based software systems for updation and maintenance.

There is a provision of connecting 400 computing and networking devices in the NKN network. There is a Studio in the University for developing audio video lectures using specialized software and hardware which are also upgraded to the latest available facilities and features. TNOU HQs has a Smart Classroom equipped with smart-board and computing devices installed with relevant software. Language Lab has also been set up to teach English and foreign languages.

As an emerging State Open University with its Learner Support Centres and Community Colleges (exclusively for skill development and training) spreading across length and breadth of the State of Tamil Nadu, the University has upgraded its ICT infrastructure in the recent years with end-to-end integrated system.

**4.2.3.1 Number of rooms and seminar halls for academic support with ICT facilities/Wi-Fi/LAN at Learner Support Centres (LSCs) (Data for the latest completed academic year)**

Response: 549

**4.2.3.2 Total number of room and seminar halls for academic support at learner Support Centres (LSCs) (Data for the latest completed academic year)**

Response: 549

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Scanned copy of agreement	<a href="#">View Document</a>

#### 4.2.5 Internet Bandwidth at the HQs and RCs – Available bandwidth of the internet facility at the Headquarters and Regional Centres of the Institution

**Response:** 200

File Description	Document
Relevant documents on available bandwidth of internet connection at the Institution's Head Quarters and Regional Centres	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>

#### 4.2.6 Facilities for media production - Facilities for audio, video and e-content development are available and are in use at the Institution. Audio- video and e-Content production facilities:

1. Audio / video studios
2. Outdoor shooting equipment /Outdoor audio recording
3. Post production unit / Editing unit
4. Duplication unit
5. Graphics workstation
6. Direct Reception Sets (DRS)
7. Set Scenic unit
8. Make-up unit
9. E-Platform
10. Workstations with broadband connectivity
11. Cloud space
12. Licensed software
13. Uninterrupted web connectivity
14. IT security system

**Response:** A. More than 10of the above

File Description	Document
Geo-tagged photographs of the facilities for audio, video e-content production	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 4.2.7 Percentage of viewers (learners) to Transmission facilities of the Institution



**Response: 0**

4.2.7.1 Number of viewers (learners) of transmission facilities (Radio and Television Channels) for the latest completed academic year

File Description	Document
Geo-tagged photographs of the facilities available	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**4.2.8 Automation systems The level of automation of different aspects of Institution including the features of Office Automation System/ERP/MIS (Online Support to Learners, Staff, RCs and LSCs)**

**Response:**

In TNOU from preadmission counselling to the award of degree, each process of learner-life cycle is enabled by technology to make the journey of the learner convenient, transparent and hassle-free. Further, the various stages of the teaching-learning process have been automated. All the employees, learners and the research scholars are provided with the wi-fi facility in the campus.

**Admission & Academic Counselling:** Online admission and re-registration system is used along with online payment system for submission of application form and payment of Programme fees. The integrated web portal is available to all the Regional Centres of TNOU for online student admission. The academic counselling schedules for both theory and practical are posted to the learners through the web portal.

**Examination:** Filling-in forms for the Term-End Examinations are done online in a dedicated web platform. The hall tickets for the Term-End Examinations are also uploaded in the University website and the portal and the students can download it using their enrolment number. The Term-end Examination marks and the final publishing of results are processed in a robust and secured ICT environment.

**Student Support Services:** As a part of Continuous Internal Assessment (CIA), the learners pursuing Open and Distance Learning (ODL) Programmes are to submit the Assignments for every course as per the credits of the courses. The Assignment question papers are made available for the learners through the student portal, and they can access them through the web and/or the TNOU mobile app. The written assignments can be submitted by the learners to the University through the web portal itself by uploading the scanned copy of the assignment in the portal. Learners' grievances are obtained through the online portal and they are redressed at the earliest.

**E-Governance initiatives**

- Implementation of End-to-End Integrated e-Governance Portal and Mobile App have helped the University to administer the operation more effectively and maintain its set standards uniformly across the departments.
- This solution is a one stop hybrid model with cloud portal and mobile app for University, Regional

Centres, Study Centres, and Students to access this facility and perform their day-to-day University related activities from wherever they are.

The IT solution provides the following high-level features:

- Cloud based Portal and Mobile App for all stakeholders for access from anywhere, anytime.
- Students and Staff Profile Management (including 360 Degree View).
- Innovative online admission and Re-registration process workflow.
- Exclusive Web based Portal for Examination Section.
- Learning Management System (LMS) for Students community.
- Online payment facility with seamless payment gateway integration.
- Fostering Transparency among institutions/centres.
- Powerful Report Generator and Search Engine.
- Managing General Feedback and Grievance Redressal.
- Huge cost savings due to paperless activities (Go Green Initiative).
- Productivity improvement due to convenient access to the portal and the mobile app (24/7 availability).
- Easily administered and controlled from respective Offices.
- Alumni Portal for bonding and branding.
- Library automation.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Automation system	<a href="#">View Document</a>

## 4.3 Learning Resources

### 4.3.1 Provision of Learner Support Services Learner Support Services established at the different levels by the Institution (Three tier/ Two tier)

#### Response:

In TNOU the Learners Support Services play an important and vital role for attracting and retaining learners in the Open and Distance Learning (ODL) Programme. Since, most of the learners are likely to be the office goers, employees, housewives and tribals scattered over a wide area including the semi-urban, rural, interior remote villages, they may not find it convenient to be physically present in a classroom for face-to-face interaction at the stipulated time and place. It is essential for removing isolation, overcoming hindrances, promoting independent learning, motivating learners, improving learning skills and providing feedback on progress to a great extent in the ODL system.

At present, the modern technology plays a significant and vital role towards the promotion of learner support services. The success of the University has come through the effective implementation of the Student Support Services (SSS) which are framed to meet the needs and expectations of learners of diverse

backgrounds – educational, social, economic and occupational. The services include (i) Pre-admission Counselling, (ii) During Admission Counselling and (iii) Post-admission Counselling.

The TNOU, being a State Open University and offering open and distance education, has adopted and integrated the multimedia approaches in the form of print materials, live interactive counselling, broadcasting the video in the YouTube channel, e-mail and web technologies, etc

The objective of Learner Support Services is to provide academic, administrative and informative support to the learners through various contact channels to reduce isolation and the physical absence of peer group.

### **Three-Tier system of Learner Support System of the TNOU**

TNOU follows Three-Tier System to provide learners support services at

(1) Headquarters (HQ), (2) Regional Centres (RCs) and (3) Learner Support Centres (LSCs). The LSCs are the actual places, the immediate contact points and also the nodal centres of the TNOU where the learners interact with the Academic Counsellors, their Co-learners and Coordinators for various academic purposes.

The Learner Support Services are organized through a robust network of 210 LSCs and 12 RCs located in different districts of the State of Tamil Nadu including the Headquarters at Chennai. The LSCs play a vital role in the success and the growth of the University. The LSCs serve as a link between the Learners and the University. Generally, the LSCs offer the following support services:

1. Providing Information to the prospective Learners
2. Undertaking various promotional activities of TNOU
3. Offering Pre and Post Admission Counselling to the new Learners
4. Organising Induction Meeting to the new Learners
5. Engaging Academic Counsellors for conducting the theory and the practical Counselling sessions
6. Undertaking the responsibility of evaluation of assignments
7. Providing Feedback to the Learners
8. Acting as Examination Centre

All the Regional Centres have adequate physical infrastructure and human resources to provide support to the learners. Dedicated Help desk, Learner Facilitation Centre with free internet facilities are available at all RCs. If any learner is required to come to the Headquarters, the School and the Division concerned extend the support and try to solve their issues, grievances if any, immediately. The University provides the following support services:

(i) **Pre and Post admission Counselling:** To increase public awareness of the ODL system and the programmes offered by the University, pre-admission counselling is arranged and conducted by the staff at the Regional Centres, covering the entire state, during the admission session. It is basically an interactive session. Besides the staff of the Regional Centre, Senior counsellors, coordinators and experts from the University are also available to clarify the queries of the potential learners. Admission Campaigns are also conducted at selected locations where people gather in a mass to target the prospective learners.

(ii) **Induction Meeting:** After the finalisation of admission and at the beginning of each session, the Learners are invited to an induction meeting where they are familiarized with the aims, objectives and operational aspects of the ODL and TNOU. The faculty members of the University along with Coordinators of LSC are present during the Meeting.

(iii) **Study Materials and Electronic Self Learning Materials (E-SLM):** The study materials are handed over to the learners after the admission so that they can start their study immediately. Later, the schedule of the Academic Counselling Sessions and Practical Counselling sessions are also communicated through e-mail, SMS and they are also hosted in the TNOU website and portal. The E-SLM are also available on the University website.

(iv) **Academic Counselling:** Generally, the LSCs organize face-to-face counselling for the UG, PG, Diploma and Certificate Programmes. The faculties appointed as Academic Counsellors are available at the LSCs are engaged for handling the academic counselling classes.

(v) **Assignment:** The integral part of the ODL system is Continuous Internal Assessment (CIA). This Internal Assessment is done through assignments. It is a pre-condition for every learner to submit answers for the assignments as specified in the UGC-DEB ODL and OL Regulations-2020. 30% Weightage is given for such assignments.

(vi) **Letters:** The Student Support Services Division (SSSD) and Student Registration and Evaluation Division (SRED) receive the student queries related to the Assignment marks, Mark statement, Provisional Certificate etc. through letter and they are addressed through a reply letter from the Division or Schools of study concerned.

(vii) **E-mail:** The Faculty members, SRED, SSSD, Materials Production and Distribution Division (MPDD) and the respective Programme Coordinators regularly respond to the queries of learners through e-mail.

(viii) **Grievance redressal camp:** Once in every fortnight the grievance redressal camp is organized through Virtual Platform by the Student Grievance redressal Cell established as per UGC-DEB Regulations to address to the queries of the students.

(ix) **In-person student support:** The learners come regularly to the HQs, RCs and LSCs for academic purposes and return with great satisfaction after meeting their teachers.

(x) **Over Phone:** In TNOU important officers who are responsible for student support are provided with mobile phones to answer the queries of the learners received through WhatsApp, SMS and over phone also. 30 mobile phones are provided exclusively for Student Support.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Organizational chart of support services available	<a href="#">View Document</a>
List of support services provided at Headquarters, Regional Centres, Learner Support Centres	<a href="#">View Document</a>

#### 4.3.2 Average number of Learners attached to LSCs

**Response:** 149.41

#### 4.3.2.1 Number of LSCs in the preceding academic year

Response: 187

File Description	Document
Enrolment details of the preceding year	<a href="#">View Document</a>
Distribution of learners LSC wise	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.3.3 Academic counselling sessions held-Regular conduct of academic counselling sessions (for theory and practical courses) at Learner Support Centres under each Regional Centre during the preceding academic year

**Response:**

Academic Counselling sessions are the backbone to Open and Distance Learning system. TNOU conducts counselling sessions for both theory and practical courses for UG, PG, Diploma and Certificate Programmes for every academic year and calendar year.

The Student Support Services Division arranges for Academic Counselling through Regional Centres. The Academic Counselling in TNOU helps the learners acquire more effective and efficient learning skills. The Academic Counselling sessions conducted by the University in the following manner:

**Credit based Academic Counselling Classes:** An Academic Programme consists of a number of courses and each course has a number of modules with corresponding credits. Credit means the study input required for the course. One credit is equivalent to 30 study hours.

These study hours may be distributed among different study activities required, viz., going through the SLMs, working on the assignments and the exercises given in SLMs, referring to the books in the library, attending counselling sessions, etc.

**Academic Counselling Schedules:** The Programme Coordinator of each Programme prepares the schedule for the Academic Counselling and submits to the Student Support Services Division (SSSD) and in turn the SSSD publishes the Counselling schedules in the University website with a copy marked to the respective LSCs and to the Regional Centre concerned.

The academic counselling classes are held on Saturday and Sunday for UG, PG, Diploma and Certificate Programmes. Social media groups are also created for each Programme.

**Academic Counselling sessions:** The Academic counselling sessions for the UG, PG, Diploma and Certificate Programmes are organized at each LSC where the Academic counsellors handle the academic counselling sessions. The number of hours of Counselling sessions is arrived as per the credit of each

Course as specified in the UGC-DEB ODL and OL Regulations-2020. The Programmes in which the enrolment is very low, the Intensive Academic Counselling classes are organized at LSC.

**Practical Counselling sessions:** The time allotted for the face-to-face sessions is systematically worked out in accordance with the nature and the type of the Academic programme. In case of Programmes with practical component, practical classes for both UG and PG programmes, in-house faculty members participate throughout the programme.

External examiners are also engaged for the purpose of evaluation. The field work of Masters courses of Social Work is conducted as per the norms of the University under the direct supervision of University teachers/ relevant faculties of other Universities/ Colleges after obtaining prior approval.

Certain Programmes like MBA, MCA require submission of Project report and the guidelines to be followed for the purpose are posted in the University website and the learners are briefed about these during the academic counselling sessions.

The Practical sessions for Programmes such as Computer Applications, Apparel and Fashion Design, Geography, Botany, Physics, Chemistry, Zoology, Psychology, Education and Special Education are conducted at LSC with the help of Academic Counsellors and TNOU faculty members.

**Funds for Academic Counselling:** The University releases funds to the LSCs for conducting Academic counselling sessions and for providing other support services. The expenditures incurred for conducting Academic Counselling sessions are met under the head of Academic counselling charge. The funds are digitally transferred to the respective LSCs after deducting 10% as TDS and duly certified by the auditor at the end of each Financial Year.

**Monitoring of Academic Counselling:** The University has its own monitoring system over the activities of the LSCs. The duly constituted Inspection Team visits LSCs to monitor the LSCs at regular intervals.

The Inspection Team generally comprises Regional Centre staff and one faculty member as approved by the Vice-Chancellor. The Team carries out the monitoring work and submits its report before the Vice-Chancellor for taking appropriate steps with an objective to improving the system. The team tries to resolve the grievance if any on spot or may forward to respective department for necessary action and possible solution.

Further the team will interact with the Coordinator, Academic Counsellor and Learners and collect the feedback from them and forward to the Schools/Divisions concerned through SSSD.

**SLMs for Academic Counselling:** To make the Academic Counselling more effective, the printed copies of the SLMs are handed over to the learners through post directly from the Materials Production and Distribution Division (MPDD) before the commencement of the counselling sessions.

Separate copies of SLMs are also made available in the LSC for reference purpose to the Academic Counsellors who handle the Academic Counselling sessions. Ideally, the learners are expected to go through the SLMs before attending the Academic counselling sessions.

The Academic counselling sessions are basically arranged to clear the doubts and the constructivist approach is followed.

**Eligibility and Qualifications of Academic Counsellors:** The regular teachers/ Government-approved part-time and contractual teachers/ SET/ NET- qualified teachers of the LSCs are generally engaged as academic counsellors. The academic counsellors are also entrusted with the evaluation of assignments.

**Academic Counselling during pandemic:** Due to the COVID 19 Pandemic the Academic Counselling classes for the last two years were held online using the Virtual Platform Webex.

For the online Counselling classes, the schedule was prepared by the respective Programme Coordinator and the Academic Counsellors were also identified by the Programme Coordinators and these were submitted to Student Support Services Division. The schedule was published in the TNOU website along with the link for attending the counselling classes.

The Programme Coordinator monitors all the online sessions and also handles a few sessions for the learners. The attendance for the online counselling session was collected online for each hour by the Centre for University Informatics (CUI).

**Attendance for Academic Counselling Sessions:** The minimum attendance for Academic Counselling wherever is compulsory (particularly for the practical oriented Programmes) has been maintained at the LSCs.

Learners who do not have the required attendance (i.e.75%) have been asked to put in required attendance before going for Term End Examination.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Reports on counselling sessions	<a href="#">View Document</a>
Monitoring reports of LSCs	<a href="#">View Document</a>

#### 4.3.4 Expenditure on Library – Percentage of annual expenditure on library year wise during the last five years

**Response:** 0.83

##### 4.3.4.1 Annual expenditure on library year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
7	1	0	16	52

File Description	Document
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Web-link to relevant resources available in the library	<a href="#">View Document</a>
Web-link to Library catalogues	<a href="#">View Document</a>

#### 4.3.5 Library Automation Library is automated in using Integrated Library Management System (ILMS)

- Name and features of the ILMS software
- Nature and extent of automation (full or partial)
- Year of commencement and completion of automation

##### Response:

The TNOU library is automated and supported by CLOUD BASED ACADEMY SYSTEM - LIBRARY MANAGEMENT SYSTEM. CLOUD BASED ACADEMY SYSTEM (CLOBAS) functions on cloud-based platform which enables all the users to get library information and function from anywhere and at any time. CLOBAS has been introduced to reduce all manual tracking and controlling of library operation.

CLOBAS library management focuses on the following automation functions:

- Stock verification
- Manage book
- Manage publisher
- Manage author
- Books Issue /Return /Renewal
- Library fine collection
- Barcode for library
- Student library Access system
- Various reports:
  - Issue/ return/Renewal reports
  - Books summary reports
  - Books taken by students report
  - Books availability report
  - Books not taken report
  - Circulation of books report
  - Overall summary report
  - Clearance report
  - Fine collection report

CLOUD BASED ACADEMY SYSTEM library management gives efficient tracking and control to library management staff who can access 3600 information of library data. The staff can access and retrieve all the



information from anywhere and anytime through cloud-based platform.

All the stake holders of library (library staff, students, research scholars, teaching and non-teaching staff) will be given individual ID & Password to access library information through portal.

As a result, CLOUD BASED ACADEMY SYSTEM enables all the users to get faster retrieval of information and import and export library information and records. Library staff can issue books to end users and track it and monitor book conditions and locate book in respective cupboard and include fine collection management.

#### **Hardware specification procured for automation:**

1. Label Barcode printer – TVS LP 46 LITE
2. Barcode Scanner – TVS Electronics
  1. MODEL : TVS BS-C101 STAR
3. Desktop Computer - 5
  1. BRAND – DELL DESKTOP
  2. PROCESSOR- CORE i5 10th Gen, 2.30GHz.
  3. RAM – 8GB
  4. OPERATING SYSTEM – WINDOWS 10 HOME – 64-Bit.
4. Printer – TOSHIBA multi-functional printer and scanner.

#### **Software specification procured for automation:**

1. Windows operating system
2. CLOUD BASED ACADEMY SYSTEM - Library Management System.
3. TNOU -Android/ iOS mobile application.
4. ONLINE PUBLIC ACCESS CATALOGUE (OPAC)
5. Web browser – GOOGLE Chrome, Microsoft EDGE, Mozilla Firefox etc.

#### **Platform:**

1. CLOUD BASED ACADEMY SYSTEM- .NET & SQL
2. STORAGE - MICROSOFT AZURE SERVER & TNOU LOCAL SERVER

<b>File Description</b>	<b>Document</b>
Geo-tagged photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## Criterion 5 - Learner Support and Progression

### 5.1 Learner Support

#### 5.1.1 Promotional Activities for Prospective Learners The Institution promotes its programmes for the prospective learners through various activities

##### Response:

In a populous country like India, conventional system of on campus education is a hurdle for a large segment of the population due to various reasons. The existing higher educational institutions may not be able to cater to the educational needs of the vast population with the limited infrastructure. The Tamil Nadu Open University (TNOU) was established with a clear aim of reaching those who are otherwise deprived of educational opportunities.

The University strives to reach out to the marginalized sections of the society viz., those belonging to the SC/ST/OBC strata both men and women, house wives, dropouts, rural population, persons with disabilities, transgender and people of remote areas and to the in-service persons irrespective of their age.

The promotional activities of the TNOU are a continuous process which are carried out at all levels viz., at the Head Quarters, at the Regional Centres (RCs) and at the Learner Support Centres (LSCs) as outlined below.

##### I.TNOU Headquarters

- The University publishes the *admission notification in the leading newspapers of Tamil, English and* University website, much before the commencement of the academic session.
- The information brochures, pamphlets, posters detailing the programmes, eligibility criteria, fee structure etc., are prepared by the respective Schools of Study at the time of launching programmes. These information Brochures are widely circulated by the Headquarters in Schools, Colleges, Universities and employees of Public and Private sectors so as to enable the prospective learners to get enrollment in TNOU programmes.
- In order to motivate the prospective learners, to join TNOU, the success stories of TNOU Alumni and their interviews are aired through various channels of television and radio, including the TNOU website.
- The Convocation notification by TNOU and the media publicity during convocation ceremony also go a long way in generating interest and awareness about TNOU.

##### Special Promotional Drives:

The University holds special promotional drives among the security and police personnel to motivate them to join TNOU for higher educational needs.

- The Headquarters has a dedicated **Information Center** at the reception of HQ and RCs to respond to the queries in-person and through phone calls.
- **Promotion through Social Media platforms:** TNOU maintains its presence on the social media by having its own Facebook pages for all the Schools of study of TNOU, wherein relevant information is shared and circulated in this regard. The University also has an official twitter page

for information dissemination.

- **Promotional Videos prepared by TNOU:** The University has also prepared a few promotional videos which have been uploaded on official TNOU YouTube Channel. For instance, the video available on: <https://www.youtube.com/@tamilnaduopenuniversity2902> seeks to present a comprehensive overview of the University with video lessons by academicians on various programmes offered. The coverage of events at the University and other relevant information required for the learners like demonstration video and updates about the University happenings are also hosted in the University website.
- **The promotional highlights of University's official website:** The University website also displays all necessary details regarding every aspect of the University under various heads. The homepage (<https://tnou.ac.in>) carries all necessary information regarding the basic aspects of the University such as- *A Brief Profile of the University, Vision and Mission*, etc. with a view to generating awareness and interest among the prospective learners. The University takes full advantage of digital media like web portal. For admission purposes, the University has an exclusive web portal (<https://tnouportal.in/>) through which all the information relating to admission, programmes, etc., are made available. The announcements of various departments, achievements and recent developments in the teaching-learning process are communicated through the University website.
- **Special Promotional Drives for Special Learners (Jail Inmates):** The officials of the learner support divisions and Regional Centres regularly visit district jails as a part of special drive to promote awareness on the various programmes amongst jail inmates and motivate them to join TNOU academic Programmes.
- **Promotion through Hoardings and Banners:** Special hoardings, banners and flyers are prepared announcing admission dates and other relevant information. Such banners are placed at prominent locations of many towns and cities within the state.

## II. Regional Centres of TNOU

- One of the main functions of the Regional Centres(RCs) is to create awareness and sensitize the potential learner groups in their regions about the programmes being offered by TNOU.
- Conducting awareness drives and holding meetings at different locations in small towns, remote and tribal areas of the region.
- Reaching out to create clientele in different strata of society.
- Preparing promotional materials and distributing at different places where prospective clientele will be available, for example, Schools, ITIs, training centres, etc.
- Distributing publicity materials.
- Publishing news item/ promotional features etc. through news papers in the local areas as a regular activity undertaken throughout the year.
- Organizing Open House Meetings to acquaint people with TNOU's programmes and procedures; Organizing admission camps, seminars, symposia, workshops and collaborating with institutions for sensitizing and spreading awareness about the university programmes and its delivery mechanisms.
- Holding pre-admission sessions and career guidance programmes for prospective students/parents/visitors.
- Promoting and popularizing TNOU programmes through visits to institutions and liaisoning with State Government / Voluntary organizations.
- Disseminating Information and addressing the queries of prospective learners through a Help desk and a dedicated "Information Desk" counter at HQ.

- Participating in book fairs and exhibitions to disseminate information and distribute promotional materials about TNOU.

### III. Learner Support Centres (LSCs)

- At the level of the Learner Support Centres, initiatives are also made to generate awareness regarding the programmes on offer as well as other relevant aspects by way of publishing and distributing pamphlets and leaflets, besides conducting awareness programmes on their own.
- The LSCs organize pre-admission counselling programmes during the admission period through dedicated counters to help the participants get acquainted with the programmes, their duration, eligibility criteria, job opportunities, etc.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Activities undertaken	<a href="#">View Document</a>

#### 5.1.2 Pre-admission Counseling Services Activities undertaken by the Institution for providing pre-admission counseling services to prospective learners and induction of newly enrolled learners at Institution Headquarters, Regional Centers and Learner Support Centers

##### Response:

First-generation learners, housewives, and dropouts are among the potential learners who need knowledge about the ODL system as well as pre- and post-admission counselling.

To address these needs, the University has established a structured procedure for pre-admission counselling and the induction programme for newly enrolled learners.

The University offers a pre-admission counselling service to encourage and assist prospective Learners in preparing themselves for enrolling in the University by providing them with information on the programmes on offer, admission procedure, eligibility requirements, philosophy of the ODL system, and other pertinent matters.

In the light of this, the University organises pre-admission counselling at the HQ, RCs and LSCs during the admission period. In essence, it is an interactive event where University staff and coordinators are present to answer queries posed by prospective learners. The representatives of various institutions wherein a good number of prospective learners are available, are given special attention at the RCs and LSCs.

The University has established a dedicated Academic Counseling Centre / Information Centre at University Headquarters and Enquiry Centres at Regional Centres, which are both managed by the University's Student Support Service Division (SSSD) for online and off-line redressal of Learners queries raised in person or via phone, email, letters.

The University Headquarters, Regional centres, and Learner Support Centres carry out the following tasks

to welcome newly enrolled learners and provide pre-admission counselling services to potential learners.

### **Pre-admission Counselling: Steps taken by the University**

- The dedicated Learner Support Centre (LSC) responds to all inquiries regarding the University and its academic programmes from prospective learners as well as members of the general public via email, phone, mail, and in-person. The programmes that would best suit their needs and life goals, the entrance requirements, (B.Ed., Spl.B.Ed.,) the teaching-learning techniques, the three-tier structure of learner support services, the examination system, etc. are all discussed with prospective Learners. The Faculty members of TNOU provide interested prospective Learners with programme advice.

The following steps are taken by the University in the matter of pre-admission counseling at Headquarters/Regional Centres:

- Pre-admission counselling activities are arranged by Headquarters and all Regional Centres; dedicated Facebook groups and WhatsApp groups are used to disseminate information on admission by University Faculty members. There will be admission notification in leading newspapers and the information are also made available on the University website. Brochures and pamphlets are prepared during admission by the University and there will be a separate admission process like preparing videos, posting on facebook by individual faculty members to understand about the programmes offered by the University.
- Pre-admission Counselling service is offered at the Information Centre and Academic Counselling Centre of the University's Administrative office at the Headquarters and Regional Centres, where there are separate counters to serve prospective learners. University representatives are stationed at the Information Centre during the admission period to assist newly enrolled learners with the online admissions process and to provide information to prospective learners who come in search of it. They work from 8 AM to 8 PM on all days of the week.
- A special email address for learners (admission@tnou.ac.in) where prospective learners could write emails to request information about the various programmes on offer, etc.

During pre-admission counselling information, assistance and guidance are given regarding the following topics, including but not limited to the University, its academic programmes, and student support services:

- concept and guiding principles of ODL, including the University programmes inherent flexibility in terms of location, interest and duration;
- Providing instructions to learners on how to combine courses within a programme and on course weighting;
- details regarding the LSCs under the RCs for particular programmes;
- the time frame for re-registration or admission confirmation;
- the anticipated date by which the learner is likely to receive confirmation of admission;
- the programmes of study, including information on fee, duration, eligibility, and flexibility in learning with regard to completion of study;
- the University's teaching methodology and the importance of assignment submission and counselling classes.
- the recognition and validity of TNOU Degrees, Diplomas and Certificates;
- the availability of scholarships, flexibility in fee payment and fee reimbursement;
- Future prospects of jobs, advanced studies from TNOU or avenues in other higher education

institutions.

### Conducting Induction Meeting

- The University hosts induction meetings to inform newly enrolled learners about the roles and duties of University Learners as well as the institutional structure and operation of the TNOU ODL system.
- Induction Meetings at the TNOU's HQ and Regional Centres, are held as introduction events for newly admitted learners at the start of the semester. The Faculty Members participate in these meetings to provide a quick overview of the course objectives and the ODL system of teaching-learning methodology. Additionally, they instruct the learners on how to learn the courses with SLMs.
- The Heads of Schools provide an overview of the Open University system, the instructional system used for course delivery, the support services provided to learners, and the roles and duties of distance learners, counsellors, and LSC staff members. They also provide an insight on how the learners have to update their prospects at regular intervals. They also provide details on tentative dates of exam, assignments submission. From AY 2020 the Induction Programmes at TNOU were conducted in online mode.

The broad objectives of the Induction Meeting for the newly-admitted learners are to know about:

- The University – its Institutional structure
- Open and distance learning system
- Facilities available to the learners
- The LSCs/ RCs –their functions and functionaries
- Importance of the counselling sessions
- The significance of assignments in the educational process
- The evaluation method and the term-end exam
- Their roles and responsibilities as learners of the TNOU

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Activities undertaken	<a href="#">View Document</a>

#### 5.1.3 Online Admission and Related Activities The status and process of online admission including payment of fees

##### Response:

With the due approval of UGC-DEB, NCTE, AICTE, and RCI, the TNOU offers Certificate, Diploma, UG and PG programmes. It facilitates online admission for easy access.

The University publishes the admission notification for every Academic /Calendar Year session, which includes information on eligibility, fees and list of LSCs with the names of the programmes and the

admission procedure.

**Online Admission:** The University admission procedure is entirely conducted online. The University began online admission from 2017. The facility to pay all fees is made via payment gateway through Internet banking, debit card, credit card, etc.

Before submitting their applications, applicants who are interested in studying any programme shall register on the online admission portal. Once registered, users can submit the online application form with the information regarding the Programme, Regional Centre, and LSC they have selected. In order to support their eligibility, they shall also upload the scanned copies of their academic transcripts. The online payment gateway accepts payments by credit card, debit card, and net banking. Application submission process is completed through OTP received in SMS of the registered number.

The University admits the students based on merit for B.Ed. and B.Ed. Special Education Programmes. Following verification, the candidates choose the LSC (based on availability of seats). After receiving the tuition fee via bank Demand Draft, seats are assigned on merit. For the final submission of the application forms with all supporting documentation, applicants can visit the LSCs.

**Video Tutorial:** For the benefit of the students, the University has hosted a video demonstration on its official youtube channel.

**Grievance Redressal Cell to look into admission issues:** To assist students with a variety of admission-related concerns, an online complaint handling mechanism is available. Through a complaint registration form, a learner may file a complaint using his or her login ID. All the complaints are resolved within a stipulated time.

**Admission Alert System:** Admission inquiries for B.Ed. and special education are received, and a bulk SMS alert about application release is delivered.

**Re-Registration/Renewal:** TNOU collects tuition fees and offers the option to pay re-registration fees through online after each year of study until the end of the relevant course, taking the socio-economic environment into consideration.

**Orientation Programmes prior to the launch of Online Admission system:** The University took the initiative to organise orientation programmes for LSC Coordinators prior to launching online admissions.

Since the online admissions system allows for 24/7 access from anywhere, at any time, the response from students has been overwhelmingly positive. However, the University also keeps a brief window for off-line admissions for underprivileged, prison inmates, as they may not access online applications process.

If necessary, the personnel at all of the University Regional Centres and Learner Support Centres facilitate and help students submit online applications.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Online Admission and related activities	<a href="#">View Document</a>

#### **5.1.4 Dispatch of Study Material and related grievance handling mechanisms Strategy followed by the Institution for dispatch of study material to learners and mechanisms to resolve grievances related to Dispatch of Study Material**

##### **Response:**

The University has a Division exclusively for the Production and Distribution of Study Materials to the students termed as MPDD. The Division functions within the campus of the TNOU Headquarters at Chennai. The MPDD generates the details of students who have been admitted Programme wise/medium wise. The address label is generated, and the study materials are dispatched to the students directly to their address given at the time of admission with a quality packing, using durable packing sheet and plastic strap roll. The study materials are dispatched through the Indian Postal Service. The details of dispatch contain the name of the student, address, contact number and the track number. The students are given the track number of the parcel and thus ensure the timely and proper delivery of the study materials. If the study materials are returned due to wrong address given at the time of admission, or non-availability of the person to receive the parcel, the MPDD takes all effective measures like contacting the student through e-mail and calling them over mobile and informing them to give the correct address in the admission database and to collect the study materials directly from the Division if viable to them. Once the address is corrected/updated in the database, the materials are again dispatched to them. The primary motto of the Division is to ensure that the students received the study materials well before the time of submitting assignment /start of the Examination. Proper Despatch Register is maintained and the dispatch is registered instantly. The MPDD is in charge of sending study materials to the newly enrolled and re-registered students. The Division sends its registered learners approximately 1,25,000 SLMs printed booklets per year.

Further, the details of Production and Distribution of study materials are updated on daily basis in the MPDD segment in the TNOU Portal, so as to monitor the movement of stock and for effective planning for future printing. Proper planning of printing of study materials well in advance of the commencement of the admission is one of the best strategies adopted by MPDD which paves the way for the effective and timely dispatch.

One of the best practices that are followed is using the Information Communication Technology (ICT) enabled services like issuing study materials as a soft copy to the enrolled students to their e-mail addresses. Further the student can access and view the study materials in the form of e-SLM which has been uploaded in TNOU portal. The students can login by using their ID and the Password allotted by the University and view the study materials of their programme in which they are admitted.



File Description	Document
Any other relevant information	<a href="#">View Document</a>
Material dispatch related activities	<a href="#">View Document</a>

**5.1.5 Attending to learners' queries Modes/approaches employed by the University to attend to learners' queries include:**

1. Automated interactive voice response system
2. Call centre
3. Online Help Desk
4. Social media
5. App based support
6. Chat Box
7. E-mail Support
8. Interactive radio counselling
9. Teleconferencing
10. Web-conferencing
11. Learner Services Centre/ Inquiry Counter
12. Postal communication

**Response:** A. Any 8 or more of the above

File Description	Document
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Web-link to Online Help Desk, App based support, Chat Box, Interactive radio counselling, Web-conferencing, Learner Services Centre, any other	<a href="#">View Document</a>

**5.1.6 Academic counselling services- Modes employed by the Institution to provide academic counseling services to its learners include:**

1. Face to face counselling sessions
2. Interactive radio counselling
3. Online LMS based counselling
4. Teleconferencing
5. Web-conferencing
6. Laboratory based counselling
7. Internship
8. Workshops
9. Field study
10. Seminar

**11.Extended Contact Programme (ECP)****12.Enhancement of Professional Competency (EPC)****Response:** A. Any 8 or more of the above

<b>File Description</b>	<b>Document</b>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Web-link to counselling schedules for current year	<a href="#">View Document</a>

**5.1.7 Addressing learners' grievances – The Institution has a transparent mechanism for timely redressal of learner grievances. Percentage of grievances received at HQ and redressed during the last five years****Response:** 99.8**5.1.7.1 Number of grievances received at HQ year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
235	213	44	354	631

**5.1.7.2 Number of grievances received at HQ that are redressed year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
232	213	44	354	631

<b>File Description</b>	<b>Document</b>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Web link to Grievance Redressal Mechanism Committee for learners	<a href="#">View Document</a>

**5.1.8 Special Learner Support Centres – Reaching out to special learners like persons with disabilities, prison inmates, employees of defense or security forces, transgenders, SC / ST, minorities, women; learners from rural and remote areas etc**

**Response:**

The University has a responsibility to serve the underprivileged groups in society, by establishing Special Learner Support Centres and the University broadens its reach to better serve its many target population.

The mission and vision statements of TNOU (<https://tnou.ac.in/>) emphasise by giving persons with disadvantages access to higher education.

The following characteristics are present in an institution or organisation where Special LSCs are located:

- Devoted to the cause of a certain underprivileged group, such as the predominance of PwD students and prisoners;
- Equipped with the required resources and knowledge to assist the specific group

Through these special LSCs, which are spread out all over the State rural and distant regions, the University connects with students who are based there. All necessary resources are made available to students with disabilities so that they can receive a free education at the University.

There are unique Jail Centers at nine Central Prisons in Tamil Nadu. The Study Centres specifically for jail inmates in the Central Jails marked the beginning of the initiative to provide the prison inmates with the chance of education.

The University offers free education to those who are socially and economically excluded, including transgenders and offers special fee waivers or relaxations to prisoners. The University reaches out to transgender persons through awareness campaigns encouraging them to enroll in TNOU programmes. During the admission period special awareness campaigns are organized for them by the Headquarters and Regional Centres.

**Prison Centres**

Prisoners in Tamil Nadu have the option to pursue education of their choice and obtain Degrees through the Tamil Nadu Open University. In nine Central Prisons in the State - Chennai, Pudukottai, Trichy, Madurai, Coimbatore, Salem, Vellore, Palayamkottai and Cuddalore - the University has developed and is successfully operating learner support centres. Many prisoners are interested in pursuing their higher education through TNOUODL programme.

**Hill & Tribal Centres**

The Scheduled Tribes in particular who have less access to higher education in conventional colleges live in hilly areas, hence Tamil Nadu Open University extends its educational services to the Hill Stations to meet their educational demands. At the Nilgiris in the Western Ghats, the University has its Regional Centre. Choosing a learner support centre, dispatching self-learning materials, remitting examination fees, and other matters, the Regional Centre assists prospective students from the hillsides.

**PwD Centre**

At its Headquarters in Chennai, the University has a special centre for people with disabilities that assists them for their requirements through a variety of educational programmes and offers assistance in obtaining

government aid. The TNOU Centre for Multimodal Materials Production (CMPD) for Differently abled arranges for educational support for students with disabilities.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
List of Special Learner Support Centres	<a href="#">View Document</a>

### 5.1.9 Financial Support to learners of disadvantaged groups - Percentage of learners of disadvantaged groups benefited by financial support provided by the Government / University / or any other year wise over the last five years

**Response:** 100

5.1.9.1 Number of learners of disadvantaged groups benefited by financial support provided by the Government / University / or any other year wise over the last five years

Response: 554

5.1.9.2 Total number of learners of disadvantaged groups enrolled in all the programmes

Response: 554

File Description	Document
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Web-link to notifications issued by the Institution	<a href="#">View Document</a>

## 5.2 Learner Progression

### 5.2.1 Submission of assignments - Percentage of learners submitting assignments

**Response:** 96.06

5.2.1.1 Number of learners enrolled in the preceding academic year (only newly enrolled) have submitted assignments as per the academic calendar

Response: 14309

5.2.1.2 Total Number of learners enrolled in the preceding academic year (only newly enrolled) (Data auto-populates from Extended profile)

Response: 14896

File Description	Document
List of programmes on offer	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Web-link of assignments of programmes on offer	<a href="#">View Document</a>
Web-link to academic calendar of the Institution	<a href="#">View Document</a>

**5.2.2 Percentage of Newly enrolled learners registered for term end examination**

Response: 29.01

File Description	Document
Number of learners (only newlyenrolled)registered for term end examinations	<a href="#">View Document</a>
List of programmes on offer	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Web-link of examination schedule	<a href="#">View Document</a>

**5.2.3 Percentage of learners appeared for term end exam**

Response: 74.4

File Description	Document
List of programmes on offer	<a href="#">View Document</a>
List of learners (only newly enrolled) who have registered for term end examination	<a href="#">View Document</a>
As per the Data Template	<a href="#">View Document</a>
Web-link of examination schedule	<a href="#">View Document</a>

**5.2.4 Percentage of learners passed out term end examination**

Response: 74.01

File Description	Document
Number of learners (only freshly enrolled)who have passed term end examination	<a href="#">View Document</a>
List of programmes on offer	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Web-link of examination schedule	<a href="#">View Document</a>

### 5.2.5 Placement services provided to the learners

**Response:** 9

#### 5.2.5.1 Number of placement drives conducted by the institution for the learners year wise over the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	4	2	1	1

File Description	Document
Reports of the campus placement drives	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 5.3 Alumni Engagement

### 5.3.1 The Alumni Association- The Alumni Association/ Chapters (registered and functional) has contributed significantly to the development of the Institution through financial and other support services over the last five years

**Response:**

The Alumni Association of the University is called Tamil Nadu Open University - Alumni Association (TNOUAA). It is registered under Tamil Nadu Societies Registration Act 1975 with Tamil Nadu Act 27 of (1975) at Chennai South, 14th December 2022. (tnreginet.gov.in)

Objectives: The Alumni Association of the Tamil Nadu Open University was established with the following objectives:

- To bring the graduated learners of all the Schools of Study of Tamil Nadu Open University, Chennai under one umbrella for exchange of expertise, dissemination of knowledge and

competencies and providing fellowship and recruitment.

- To provide placement opportunities to the entire alumni/ current learners through job fairs and also linkage with various industries/organisations/institutes.
- To create and establish Alumni endowments for granting scholarships, prizes and medals to the learners showing high proficiency in their studies and honour graduated learners of the University.
- To collect funds by subscriptions, contributions, donations and gifts from members, non-members, Governments, Universities, other institutions, NGOs and philanthropists for the above objectives.
- To render financial aid for the academically deserving and economically/socially underprivileged learners.
- To conduct cultural, educational programmes and Alumni day celebrations every year.
- To promote the green environment, and encourage Schools of Study to create and utilize renewable sources of energy.
- To bring out various journals to highlighting the activities of the University.

#### Strengthening the Alumni Association and Network

The University is further strengthening the Alumni Association of the University so that the resourceful Alumni and their associate organizations may be identified, to help the students for their suitable placement.

File Description	Document
Quantum of financial contribution	<a href="#">View Document</a>
Frequency of meetings of Alumni Association with minutes	<a href="#">View Document</a>
Details of Alumni Association Activities	<a href="#">View Document</a>
Audited Statement of Accounts of the Alumni Association	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 5.3.2 Alumni Association Involvement -Percentage of graduated learners enrolled in Alumni Association

**Response:** 8.71

5.3.2.1 Number of graduated learners enrolled in Alumni Association (in latest completed academic year)

Response: 449

File Description	Document
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Web-link to Alumni Association	<a href="#">View Document</a>

**5.3.3 Facilities for Alumni Engagement** The Alumni Association facilitates its members by the following

1. online enrolment for its membership
2. online networking amongst its Alumni members
3. online payment of fees
4. donation by Alumni

**Response:** A. Any 4 or more of the above

File Description	Document
Scan copy of statement of receipts	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Web-link to online networks	<a href="#">View Document</a>
Web-link to Alumni Registration Portal	<a href="#">View Document</a>



## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

**6.1.1 Governance in accordance with Mission and Vision-The institution has clearly stated Vision and Mission which are reflected in its academic and administrative governance, perspective plans and stakeholder's participation in the decision making bodies leading to institutional excellence**

**Response:**

By enacting an Act in the State Legislative Assembly, the Tamil Nadu Open University (TNOU) came into being on 26.05.2002. The vision of the TNOU shall make available innovative, socially relevant educational provisions that are learner centred, seamless and are of high quality by employing appropriate technologies to achieve higher education, sustainable social transformation, and composite national development. The motto of the University is "Education for all and ever". TNOU aims at benefiting the sections of people who have been deprived of and/or denied access to higher education. The community of the deprived includes the destitute, the physically challenged, the working men and women, the economically weaker and marginalized people, and the dropouts owing to various reasons. In a nutshell, it aims at reaching the hitherto unreached. Within two decades since its inception, the TNOU has remarkably catered to the learning needs of more than 10 lakh learners through 11 Schools and 5 Divisions. It has a well-knit three-tier network system of student support services as per the Open and Distance Learning & On-Line Learning regulations, the Headquarters functions as the first tier at Chennai and 12 University Regional Centres and 210 robust Learner Support Centres (LSCs) act as second and three tiers respectively.

The Mission of the University 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, digital divides and to build a developed India.

The Vice-Chancellor has supreme power to lead the University and to recommend to the Syndicate, a higher statutory body of the University for approval of all affairs including academic, administrative, planning and finance. The University has appropriately constituted various decision-making bodies for approval, offering valid suggestions and right solutions.

#### Statutory Bodies of the University

- Syndicate, Planning Board, Finance Committee, Academic Council, Boards of Studies and Schools of Studies.
- All the recommendations of all other statutory bodies of University have to be placed in the Syndicate for approval and they shall be executed by the authorities concerned

#### The Other Internal Committees

1. Research Advisory Committee
2. Internal Complaints Committee
3. Anti-ragging Committee
4. Harassment Committee

## 5. Student Grievances Redressal Committee

The internal committees provide support for making decisions in the respective academic and administrative matters.

1. The Schools of Studies design curriculum, Programme Project Report, develop SLMs, support LSCs, involve in Pre-admission Counselling and admission, assignment preparation, evaluation and research.
2. Adhering to CBCS system, TNOU has shifted to semester stream from non-semester stream for all UG and PG programmes. In the UG curriculum, Environmental Studies, a UGC mandatory course, is included. The students who opt out of Tamil are required to choose one of these as the first language in UG programmes: Hindi, Telugu, Malayalam, Urdu, French and English.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Vision and Mission documents approved by the statutory bodies	<a href="#">View Document</a>
Report of achievements which led to institutional excellence	<a href="#">View Document</a>

### 6.1.2 Decentralization and participative management-Effective leadership is reflected in various institutional practices such as decentralization and participative management, etc.

#### Response:

The University has implemented the decentralization of powers, duties and responsibilities of the Authorities and the employees to ensure democratic and participatory governance in its administration for effective delivery for various functions. As per the Statute of the University, there are four Statutory Committees namely, Syndicate, Academic Council, Planning Board and Finance Committee. These Committees delegate the powers to the Vice-Chancellor, for decision making in terms of academic and administrative functions. The Vice-Chancellor in his capacity as the Chief Officer of the University appoints the Registrar, Controller of Examinations, Finance Officer, Directors, Teachers and Non-Academics to execute the academic and co-academic works for smooth functioning of the University.

The Registrar is the administrative head of the University, who is the custodian of the University properties. The Finance Officer maintains the finance and bank accounts of the University. The Controller of Examinations takes the responsibility of conducting the Term End Examinations, valuations, result publications and distributions of certificates and admission of students. To ensuring the effective learner supporting services, the Student Support Service Division is empowered to organize the counselling classes and monitor the Regional Centres and the Learner Support Centres.

Each School of Study is headed by a director, who coordinates the functions of the School and Academic Programmes. Similarly, each Division is headed by a Division Head, who takes care of the non-academic work in the division. Every School of studies has its own Board of Studies to frame curriculum, syllabi to

approve panel of examiners and course writers. This Board also includes student members and industrial experts.

The Regional Centres are led by the Assistant Professor cum Regional Coordinators. These Coordinators, who are the bridge between the University and the Learner Support Centres, get involved in the promotional activities and admission.

The teachers are nominated as members in the Statutory Committees in accordance with the norms stipulated in the Act and Statutes of the University. Similarly, the administrative staff members are also nominated as members in the Building Committee, Examination Committee and Convocation Committee thereby the university follows the *bottom - up* approach of the decision-making process. Besides, the Vice-Chancellor constitutes the Committees such as Research Council, Ethics Committee, Disciplinary Committee, Admission Committee, Examination Committee and Grievance Committee for the purpose of decision making. Based on the recommendations of the Committees, the Vice-Chancellor gives his consent for implementation of their recommendations. These Committees include teaching and non-teaching staff members of the University.

In addition, the University encourages every stakeholder to offer suggestions during the staff meetings and consultative meetings before decisions.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Information / documents pertaining to leadership	<a href="#">View Document</a>

Other Upload Files	
1	<a href="#">View Document</a>
2	<a href="#">View Document</a>
3	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective / Strategic plan and deployment - The methodology adopted for developing strategic plan; the mechanism for its deployment, monitoring and assessment of the deliverables

#### Response:

The Tamil Nadu Open University ensures quality in teaching and co-curricular & extra-curricular activities. The perspective and the strategic plan have been explained in the Academic Calendar of the University. The Tamil Nadu State Higher Education Council under the Department of Higher Education, Govt. of Tamil Nadu also issues a directive in respect of strategic plan through its Common Minimum Standard (CMS) from time to time. The employees also contribute to the strategic plan of the University through the knowledge which they gained by participating in various academic events and meetings. The University thus gets feedback from various stakeholders such as students, alumni, parents, Industries,

Institutions, Non- Government Organisation, Voluntary Organisation and general public.

The plans include:

- Time to time modification and updating in teaching methods, keeping the pace with demands, modifications and challenges of higher education at local and global level.
- Introducing new professional courses and skill development programmes with recognized research centers.
- Designing the multimedia packages, web-based courses, and the study materials.
- Initiating more MoUs with other Research Institutes in Government, Public and Private sectors, Industries and corporates of India & Abroad.
- To strengthen the interaction with National and International higher education institutions for joint projects and collaboration.
- Augmenting infrastructural facilities
- To start and modify the courses as per market need and demand.
- To encourage the faculty members to apply and get UGC, CSIR, ICAR, ICMR, ICSSR, DST, DBT, TANIL, TANSCH, TNSCST, DRDO, State Planning Commission and MoE funded projects.
- To encourage the faculty members to carry out industry sponsored consultancies
- Application for grants from government and non-government sources.
- Promoting alumni association for development of university activities and placement.
- Mobilization of funds and projects through the alumni and other stakeholders.
- Strategic digital initiative Escalating e-governance for administrative, planning & development, student support, admission & evaluation and Finance to adopt a 'zero-pendency' policy.
- Promote awareness and implementing the good practices on renewable sources of energy and sustainable development.
- To utilise the services of the industrial experts for mutual growth.

Implementation of these plans will be executed by the CIQA with the involvement of stake holders of the University. Centre for Internal Quality Assurance (CIQA) which plays a vital role in the University reforms. CIQA proposes various academic initiatives for quality enhancement and for up-gradation of infrastructure for enrichment of Teaching-Learning process. The university has devised appropriate continuous monitoring system to keep track of the progress and to suggest strategies for successful execution of the plans. It will be reviewed through:

Feedback mechanism,

Annual evaluation reports,

Departmental meetings,

Suggestions received from stake holders

Grievances redressal cell.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Perspective / Plan and deployment documents	<a href="#">View Document</a>
Minutes of the Governing Council / other relevant bodies for deployment / monitoring the deliverables	<a href="#">View Document</a>

### **6.2.2 Organizational structure of the Institution - Effectiveness and efficiency of functioning of the institutional bodies as evidenced by the policies, administrative setup, appointments, service rules, procedures etc**

#### **Response:**

The authorities of the University, as constituted by TNOU Act, 2002 are unique and discharge their duties.

**Syndicate:** The University functions under the direction of 14-member Syndicate. The members are: Class I Ex-officio members -Vice-Chancellor and three Officials nominated by the Tamilnadu Government, not below the cadre of Special Secretary.

Class –I –a) two educationists nominated by the Chancellor on the recommendations of Vice-Chancellor; b) Three eminent persons nominated by the Pro-Chancellor on the recommendation of Vice-Chancellor - one from non-formal sector; One from commerce or industry and third represents learned profession.

II) The members under (b) (c) and (d) guide the Vice-Chancellor in all matters. (c) & (d) One Director and One Professor (e) & (f) One Associate professor and Assistant professor by rotation: (g) Two persons co-opted– one expert on distance education and other on media.

#### **Academic Council**

The academic council is the principal academic body and subjects to the provision of the Act and the statues and frames regulations of the teaching and examination and be responsible for the maintenance of the standard thereon. Besides, it reviews the policies and programmes. The Academic Council consists of:

#### **Class-I-Ex-Officio members**

- (a)The Chancellor;
- (b) The Pro-Chancellor;
- (c) The Vice-Chancellor;
- (d) All Directors;
- (e) Librarian;

## **Class-II-Other members**

(a) Not more than six teachers, other than Directors, to be nominated by the Syndicate on the recommendation of the Vice-Chancellor; Not more than ten persons, who are not employees of the University, co-opted by the Academic Council for their special knowledge, including representatives of employer's organisations, industries, trade and commerce, academic and professional organisations, communication field etc.

## **Finance Committee**

The finance committee reviews the financial position. It recommends to the Syndicate on investment/expenditure proposal which has no provision in the annual financial estimates. The Finance Committee prescribes the methods for maintaining the accounts. The committee recommends to the Syndicate on all matters relating to the finances. The Finance Committee consists of:-

(a) Vice-Chancellor;

(b) Finance Secretary to Government;

(c) Higher Education Secretary to Government

(d) three nominated members - Professor in Syndicate and one person nominated to Syndicate by Chancellor.

## **Planning Board**

The Board advises on the Planning and Development and reviews the standard of education and research. It also advises the Syndicate and the Academic Council on academic matter. It consists of: -

(a) Vice-Chancellor; (b) Four persons from Academic staff; (c ) Five persons, who are not employees of the University, representing the following:-

(i) Vocational/Technical Education;

(ii) Media/Communications;

(iii) Manpower Planning;

(iv) Agriculture/Rural Development

(v) Women's Studies.

(d) Five persons, who are not employees of the University, nominated by the Syndicate, from:

(i) Management;

(ii) Profession;

(iii) Education;

(iv) Distance Education

(v) Commerce/Industry.

### Board of Studies

Every School has a Board of Studies. The term is three years. The University follows the UGC, for providing representation to each category specified.

### ADMINISTRATIVE SET UP:

The Vice-chancellor is academic head and principal executive officer and Registrar is a whole –time salaried officer, discharges his duties as directed by the Vice-Chancellor.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Minutes of the meetings of various bodies / relevant committees	<a href="#">View Document</a>
Organogram of the Institution	<a href="#">View Document</a>
Annual Report of the preceding academic year	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in different areas of operation Areas of operation of Institution which has e-governance implementation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Learner Admission and Support
- 5.Examination

**Response:** A. Any 4 or more of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 6.3 Faculty Development or Empowerment Strategies

#### 6.3.1 Welfare measures for teachers, other academics and non-academic staff- The institution has effective welfare measures for teachers, other academics and non-academic staff

**Response:**

TNOU offers welfare measures for employees.

**Employee Development:** Employee training/development programmes are held to improve the employees' competencies.

**Health care:**

- Health Centre in collaboration with Sri Venkateshwara Hospital, is well equipped. A health care worker is appointed.
- Awareness programmes on health are conducted.

**Health Insurance Cover:**

- The employees are covered under United India Health Insurance.

**Programme fee concession:**

- 50% Tuition Fee concession is extended to all staff members and family enrolled in TNOU.

**Hygiene and Security:**

- The University maintains a safe and clean campus through outsourced personnel. Besides, a e-surveillance system is installed.
- Incinerators are provided on all the floors of buildings for safe disposal of napkins.
- Adequate stock of sanitary napkins are made available.

**Fitness and Recreation:**

- Physical fitness & Sports club is established for indoor and outdoor games.
- Yoga classes are conducted.

**Conducive work environment:**

Women Safety Cell, Persons with Disability Cell, Internal Harassment Cell, Equal opportunity cell are established.

**Festival Advance:**

Festival advance is provided to all employees every year.



**Canteen:**

Canteen supplies food and other refreshments to the employees and visitors.

**Uniform allowance to staff:**

Class IV employees are given uniform allowance every year as stipulated.

**TNOU Staff Co-operative Thrift and Credit Society Ltd.,**

The society established in 2015 takes care of the financial needs of the employees. It bagged the best society award three times continuously for best performance in recovery and profit. The Society is registered.

**Leave Travel Concession:**

Leave Travel Concession is awarded to all the employees as stated in the service rules of Government of Tamil Nadu.

**Leave rules:**

Leave for teaching and non-teaching staff are given as per service rules of the Government of Tamil Nadu. These include maternity leave, paternity leave, medical leave, and earned leave along with other admissible leaves.

**Contributory Provident Fund Scheme (CPS) and other statutory retirement benefits:**

The University sanctions these benefits to the employees as per the service rules of the Government of Tamil Nadu.

**Pension benefit:**

The employee covered under the pension scheme are eligible for TNOU pension. One third permissible commutation benefit is also provided.

**Gratuity:**

The employees covered under the pension scheme are eligible for TNOU gratuity scheme. The gratuity benefit is calculated as per the gratuity rules of Government.

**Internal Complaints Committee:**

The University constituted an Internal Complaints Committee for its employees to address any complaint of the employee, the complaint can be lodged in the exclusive e-portal service dedicated for the purpose.

**Day Care Centre:**

TNOU has a day care centre to look after the children of employees and is well maintained.

**Lactation Room:**

The University maintains a hygienic and secured Lactation Room for all the stake holders for feeding their children along with sink facilities.

**Differently-abled-friendly infrastructure:**

- The University is always sensitive to cater to the needs of differently abled stake holders of the university.
- Ramps are present in the administrative, academic building and in the MPDD.
- Specially designed toilet for differently abled.
- Wheelchair is available in the health centre.
- Special Orientation Programmes are organized for differently-abled.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
List of beneficiaries of welfare measures	<a href="#">View Document</a>
Policy document on welfare measures	<a href="#">View Document</a>

**6.3.2 Percentage of Financial support for faculty development**

**Response:** 6.51

**6.3.2.1 Number of teachers and other academics provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise over the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	2	4	4	4

File Description	Document
Letters to teachers and other academics provided with financial support to attend conferences, workshops etc.	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**6.3.3 Average number of programmes organised for professional development**

**Response:** 28.8**6.3.3.1 Number of professional development / administrative training Programmes organized by the University for teachers, other academics and non-academic staff year wise over the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
66	32	18	15	13

<b>File Description</b>	<b>Document</b>
Schedules of programmes organized for teachers, other academics and non-academic staff	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**6.3.4 Percentage of Teachers and other academics attended Professional Development Programmes (PDPs)****Response:** 38.6**6.3.4.1 Number of teachers and other academics attended Professional Development Programmes, viz.: Orientation Programme, Refresher Programme, Faculty Development Programme (FDP), year wise over the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
22	18	20	11	12

<b>File Description</b>	<b>Document</b>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	<a href="#">View Document</a>
Letters to teachers and other academics attending PDPs over the last five years	<a href="#">View Document</a>
CIQA report summary	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 6.3.5 Non- academic staff attending administrative training Programmes - Percentage of full time non-academic staff attended training Programmes, over the last five years

**Response:** 93.88

6.3.5.1 Number of full time non-academic staff attended training Programmes during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
63	66	64	65	64

6.3.5.2 Number of full time non-academic staff during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
68	68	68	69	70

File Description	Document
Letters to non-academic staff attending administrative training programmes	<a href="#">View Document</a>
CIQA report summary	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 6.3.6 Mechanism of performance appraisal system, promotion for teachers, other academics and non-academic staff Institution has performance appraisal system for teaching, promotion for teachers, other academics and non-academic staff

**Response:**

**Academics:** Performance Evaluation process followed by the Tamil Open University is as prescribed by University Grants Commission in its regulations from time to time. The prevailing evaluation system of the University is Performance Based Appraisal System (PBAS) prescribed in the UGC Regulations in force. The evaluation system is based on the Academic Performance Indicator (API) system developed by UGC. CIQA along with the committee appointed by the competent authorities of the University deliberates on the work by deputing Coordinators to organize curricular, co-curricular and extra-curricular activities, who submit their reports at the end of every academic year. The faculty members of various Schools of Study evaluate themselves for teaching, learning and evaluation activity, professional development, co-curricular and extension activities, research and academic contributions, fellowships, awards, invited lectures delivered in conferences / seminars, research project guidance, publication, development of e-learning resources and submit the API at the time of notification issued by the University to the Registrar. The

documents of category I, II and III submitted by teaching staff are thoroughly checked and verified by CIQA coordinator and the appointed committee. API score is calculated as per UGC norms and amendments from time to time. API score is validated during Career Advancement Scheme (CAS) by the Vice-Chancellor and the Selection / Screening Committee for their pay fixation in higher grades.

**Non-Teaching/Non-Academics:** The performance appraisal process for Non-teaching staff members is followed by the Tamil Nadu Open University as prescribed in the service/establishment rules of Government of Tamil from time to time. A meeting of non-teaching staff is called by the Vice-Chancellor and the Registrar in the beginning of the academic year to review their duties in the University. Throughout the year the staff is observed and annual confidential report is submitted to the Administrative division through the Registrar. The assessment of the staff is based on the parameters such as general and technical knowledge, ability to work with colleagues, confidence, determination, enthusiasm, innovation, dedication and loyalty by the Registrar of the University. The Registrar submits confidential report to the Vice-Chancellor for further action.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Performance appraisal policy of the Institution	<a href="#">View Document</a>
Document on promotion/CAS for teachers, other academic and non-academic staff	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Regular internal and external financial audits Institution conducts internal and external financial audits over the last five years

#### Response:

As per the chapter VI (1) of the Tamilnadu Open University Act, 2002, the annual accounts are audited by Director of Local Fund Audit, Department of Finance, the statutory auditor from Govt of Tamilnadu, from 2003. This external audit is conducted as per the G.O. Ms No.171 Finance (F2) Department, dated 02.05.2005. As on date the external audit was completed up to 2021-22 and audit reports issued up to 2020-21.

Besides External audit, TNOU has an Internal Auditor (IA), in the rank of Inspector, on deputation from Local fund audit, Government of Tamil Nadu. Later the post was upgraded from Inspector to Assistant Director level and attached to Finance, he/she verifies all the receipts and payments from audit point of view and applies the norms of TNOU and Government as the case may be and send the files to Finance officer with remarks.

IA works as a watch - dog of all financial transactions and makes the following checks.

#### Receipts:

IA verifies all fee collections, paid by the students as per the prescribed amount, approves each application by assigning a sequential number and send it to admission wing.

In case of challan receipts, Demand Draft, IA team verifies the correctness of the amount and present it to bank for realisation.

Reconciliation of admission deposits with bank scroll every month is done by IA team.

### **Payments:**

IA and team verify the claim/expenditure

1. Under correct head of account.
2. is within the Budgetary allocation.
3. If tender forms, quotations/estimates are available as per Tamilnadu Tender Transparency Act and rules.
4. In case of TA, DA, Salary Bills, Arrears and supplementary bills, IA team verifies the bills as per TNOU norms and the government norms.
5. IA and team do all the audit checks even before the payment is made so that any discrepancies in claim are rectified.
6. IA team evaluates and ensures all the required documents like tender forms, quotations/estimates are available as per Tamilnadu Tender Transparency Act and rules.
7. The audit of Annual Accounts is done by the officials appointed by Comptroller and Auditor General of India, Government of India. The officials issue an Audit Report along with the comments on the functioning of the University which is placed before the State Government for their consideration.
8. A consolidated audited Annual Accounts Reports are included in the Annual Report of the University. In order to ensure transparency, the University posted the audited Annual Accounts Reports in the university website (<https://tnou.ac.in>). The audited Annual Accounts of the University for the past five financial years are provided web link for ready references.
9. As per the convention of Finance Department, Government of Tamil Nadu, TNOU implemented the accrued based accounting system which emphasises double entry system instead of prevailing single entry system from the financial year 2022-23.

Hence, TNOU has a well-structured regular internal and external financial audit mechanism to ensure fair and transparent accounting and financial management system.

<b>File Description</b>	<b>Document</b>
Any other relevant information	<a href="#">View Document</a>
Financial audit reports over the last five years	<a href="#">View Document</a>
Policy on internal and external audit mechanisms	<a href="#">View Document</a>

### **6.4.2 Mobilization and utilization of resources Institutional strategies for mobilization of funds and optimum utilization of resources**

**Response:**

The University has an effective mechanism to monitor the mobilization and the efficient mechanism for optimal utilization of financial resources. The budget is prepared by Finance division based on the direction of the Vice-Chancellor, which is placed before the Finance Committee in the beginning of financial year. Once Finance Committee and the Syndicate approve the budget, the expenditure is allowed to different heads by the Finance Officer after obtaining approval from the Vice-Chancellor through the Registrar. The Finance Committee ensures that, the expenses are incurred for the purpose of implementing institutional plans.

**Resource Mobilization Plan:**

Academic Programmes on offer and to be offered, Faculty requirements, Lab/library/other resources and infrastructural requirements are appropriately assessed and calculated in terms of finance prepared in the Finance Division. The prepared financial statement is placed before various statutory authorities of the University - Planning Board, Academic Council, Finance Committee and Syndicate for approval. Hence, the approved document is termed as Resource Mobilization Plan.

**Sources of mobilisation:**

The funds obtained from different sources - grants in aid, development grant etc. along with its own revenues generated through various activities including admission of learners form the total revenue in the Annual Budget for each financial year, which are then approved by the Finance Committee and the Syndicate.

Funds are generated through:

1. Tuition Fees
2. Examination Fees
3. Convocation Fees
4. Security Deposits received from various kinds of centres wherever applicable.
5. Research Programme fee
6. Tamil Nadu State Government Grant for Salary
7. Grant-in-aid for State Open Universities through UGC – DEB, Government of India.
8. Income from interest earnings on the savings bank account and the long/short-term Deposits.

**Strategies and Institutional Plans:**

The University has strategies and institutional proposal for the mobilisation of funds and optimum utilisation of resources. Accounts under different heads are maintained, subjected to regular internal and external audits. The University follows standard practices of record keeping, preparation and submission of accounting statements as per the requirements of State Government regulatory bodies.

**Optimum Utilization of resources:**

The utilisation of university funds is subject to the approval of the Vice-Chancellor. The appropriate proposals along with financial statement is submitted by the Heads of Schools and Divisions to the Vice-

Chancellor through Finance Officer and the Registrar for approval. All financial expenditure is subject to the approval of Finance Committee and Syndicate.

For the procurement of equipment, repairing and maintenance of Infrastructure, purchase of books, consumables, stationery, printing and other major items, the requisition is submitted by Head of Schools of Study/Division to Purchase Committee. The Purchase Committee invites tenders and quotations from various suppliers; comparative chart is prepared, the sanction of Finance Committee is taken, the orders are placed to vendors after negotiations with the suppliers who agree to supply the materials at lowest price. The actual expenses incurred during the financial year are compared with the budgetary provision and if there is deviation from budget, the Finance Committee approves it. The accounts/financial statement is subject to internal and external audit.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Resource Mobilization policy document duly approved by the Board of Management / Syndicate / Governing Council	<a href="#">View Document</a>
Procedures for optimal resource utilization	<a href="#">View Document</a>

### 6.4.3 Percentage of Expenditure on Learner Support Services

**Response:** 38.23

#### 6.4.3.1 Expenditure by the Institution on learner support services (excluding salary and capital expenditure) year wise over the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
670	372	368	1122	977

File Description	Document
Statement of expenditure over the last five years	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

**6.5.1 Institutionalizing the quality assurance through CIQA Details of the activities of CIQA listed below:**



1. Programme Project Reports (PPRs) prepared
2. Workshops/ seminars organized on quality related themes
3. Innovative practices implemented for quality enhancement
4. Initiatives undertaken for system based research
5. Feedback mechanisms developed for different stakeholders

**Response:** A. Any 4 or All of the above

File Description	Document
Scan copies of programme schedules	<a href="#">View Document</a>
Reports of the activities	<a href="#">View Document</a>
As per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### **6.5.2 Reforming institutional processes - Impact Analysis of various initiatives carried out and used for quality improvement with reference to learner performance, teaching-learning, assessment process and learning outcomes, research, learner and other stakeholders feedback, administrative reforms, financial management, etc**

**Response:**

Since inception, Tamil Nadu Open University has made substantial initiatives for providing quality service to all the stakeholders. The educational service offered by TNOU is learner centred with social relevance for sustainable social transformation. Necessary reformation of procedures and system are done periodically in alignment with social and technological trends.

#### **1. Learner Performance**

- Academic calendar is prepared every year and hosted in the website to disseminate the important dates and activities like, exam, assignment submission, practical etc.
- Induction programme is organized during every admission cycle at all the regional centres to orient the newly enrolled learners and to motivate them for successful completion of their programme.
- The Self Learning Materials prepared by TNOU are highly commended by the learners and other stakeholders as they are in a simple language, easy for understanding. This enhances the learning process of the learners. The Self learning materials provided by TNOU have ISBN numbers.
- The Assignment questions are prepared in such a way that the learner has to go through all the units thoroughly to answer them which helps them in their preparation for Term End Exams.
- The learners are provided with the phone numbers and email IDs of respective programme coordinators or faculty to clarify their subject related queries in order to facilitate their learning.
- TNOU has associated with Commonwealth Education Media Centre for Asia (CEMCA) and every year the Female topper in Computer Science Programme is awarded Rs. 25000 during TNOU convocation.

#### **1. Teaching Learning Assessment Process and Learning Outcomes**

- As prescribed by UGC, the Student Support Services Division engages in rigorous monitoring of Learner Support Centres through the Regional Centres. Monitoring report is submitted by the Regional Centre Coordinators for continuous assessment.
- Feedback on Academic Counselling from the learners are received for enhancing the quality of the teaching and learning process.
- The Self Learning materials of all the courses include “Check Your Progress” section which has questions from the specific units to make the students self assess their understanding.
- Apart from the Assignments and Term End Examinations, the attendance of the learners at their respective LSCs is also assessed to prompt them.
- “TNOU Observer” is an exquisite system created for monitoring the Term End Examinations at all TNOU exam centres. This facilitates virtuous as well as hassle free examinations.

### **1. Research**

- M.Phil and Ph.D. research procedure is followed with strict adherence to UGC regulations. An exclusive induction programme is conducted for both the part time and full time research scholars at TNOU head quarters.
- The research scholars meeting with the higher authorities is also organized by the Research Division to assess their research progress.
- TNOU offers Research Fellowship of Rs.10,000/- to deserving full time Ph.D. scholars after successful completion of First year.
- Original plagiarism checker is used for checking the originality of the research work done by research scholars. Awareness on it has also been given to all the faculty and research scholars.
- Workshop on Science / Social Science Research, Statistical Analysis and Interpretation is organized by the Research division to encourage quality research among the faculty and scholars.

### **1. Administrative Reforms**

- As TNOU spreads its wings, the administrative structure has been reframed to ensure hassle free services to the students as well as the members of faculty and staff. Under the major administrative divisions with statutory officers as heads, exclusive sections like teaching establishment, non teaching establishment, meeting section, legal/public information, academic affairs co- ordination etc., have been created to expedite institutional affairs.
- The Student Registration and Evaluation Division holds the responsibility of student registration, online and off-line admissions for all the academic programmes. Automation of admission process is adopted by TNOU to ease the enrollment procedure. All the Regional Centres help those who need assistance for online admission in their jurisdiction.
- Centre for Digital Library is established to enable faculty and Learners for interdisciplinary and multidisciplinary approach to teaching and learning. Libraries of Universities and affiliated institutions are brought under a Tamil Nadu Library Access Network and TNOU is the nodal agency. The link and details can also be obtained from Tamil Nadu Digital Library website.
- Centre for Online learning functions for overall coordination of the online courses or programmes offered by TNOU
- Various promotional activities are carried out by the faculty and divisions to enhance the number of enrollment.
- Efforts have been made to open TNOU Constituent Community Colleges to conduct skill oriented

programmes for prospective learners.

### Financial Management

- TNOU operates on self sustainable mode, however it makes every possible effort to be in line with UGC norms in all its academic and non-academic affairs.
- University has taken tremendous efforts for income generation through interests in bank deposits. A Sweep bank account is opened that automatically transfers amounts that exceed to fixed deposit at a higher interest.
- Deposits and investments have been made in government financial institutions like Power Finance and Transport Development Corporation to yield higher interest rates.
- Exclusive corpus funds for CPS, salary and Research have been created for effective allocation of funds through appropriate financial management.
- Reforms have been made to reduce the rate of expenses by way of using Government institutions/departments for specific purposes. Printing is done through cooperative society and purchase of materials is procured through GEM portal. The construction of new buildings is done through Public Works Department of Tamil Nadu Government.
- Engaging outsources have been reduced and training is given to the existing temporary and permanent employees in the required area of task to manage salary expenses.
- As recommended by the Government of India, the conventional mode of payment to stakeholders has been changed to Letter of Credit (LoC) and Electronic Clearing System (ECS) for quick and paperless transactions.

### ICT Reforms

- The University has developed Students Web Portal and TNOU Mobile App for the learners to access academic information.
- TNOU has developed END to END e-governance system with the help of outsourced agency to integrate all academic and administrative functions.
- Social Media Platforms are utilised for easy dissemination of academic and support information to the learners.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Documents / information on the process and results of Impact Analysis	<a href="#">View Document</a>
Relevant Reports/ Minutes approved by concerned Authorities	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

Tamil Nadu Open University provides opportunities in all activities for the women employees and students. The percentage of women teaching and non-teaching staff in TNOU is higher than 33%. By providing equal opportunity in administration, many of our women faculties hold the additional and administrative positions like Chairperson, Head, Syndicate member, Academic Council member, Planning Board member, Board of Study member, and coordinator. The women employees in TNOU contribute equally on par with men staff members. In addition, there is no gender discrimination among the staff members. The women student enrollment is 55% during the last five years which is higher than the male student enrollment, in almost all the programmes.

The Women Cell in TNOU looks after the empowerment of women especially in issues related to gender problems. By giving priority to women employees, many activities have been organized viz., health care camp, debate, cancer awareness lecture and Walkathon on International Women's Day. Besides, the School of Social Sciences organized cancer awareness programme exclusively for the women stakeholders of the University in collaboration with the Madras Cancer Care Foundation, Voluntary Health Services, Chennai. The teaching, non teaching women staff and housekeeping staff of TNOU effectively utilized the free camps.

Seminars, Workshops and Awareness programme for Women and Transgenders are conducted frequently to motivate them for higher educational/ job opportunities, entrepreneurship, empowerment and prevention of Sexual Harassment in all the sectors.

Tamil Nadu Open University organized a National Webinar on Cyber Security & Operations on the occasion of National Cyber Security Awareness month. In this webinar, the number of women students exceeded the number of male students participated.

A special online workshop was organized for the welfare of women on "Fashion Jewellery Making, Fabric Painting and Designer Cushion Making" with experts from well-established organizations viz, Chennai Fashion Institute, SRM Institute and D. J. Creation, Bangalore. The overall motivation of this workshop was to become women entrepreneurs in the society. More than thousand female students were trained in this three day workshop.

The female students enrolled in ICT related programmes, have been motivated by presenting an award namely CEMCA award with Rs. 25000 for the first rank holder during the Convocation.

The University focuses on Gender equity and sensitization through various Degree programmes and non academic programmes. TNOU offers Gender Studies, Women Studies and Human Rights. The courses of these programmes include Women and Law, Health, Media, Rights and other such issues of Local, National, Regional and Global level. Programmes like Sociology, Social Work and Psychology, etc., incorporate the issues of Gender.

The Department of Psychology offers Psychological support to the teaching and non-teaching staff who need it at times of distress. The department also offers Post Graduate degree programme in Counselling and Psychotherapy. The learners of these programmes provide valuable support to the society. The University has also been offering a course on the Constitution of India for the learners to gain more knowledge about the fundamental rights and duties which make them responsible citizens.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security at the work place b. Committees to address Prevention of Sexual Harassment c. Common Rooms d. Day care centre for children of the staff e. Any other relevant information	<a href="#">View Document</a>
Annual gender sensitization action plan	<a href="#">View Document</a>

#### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Wind energy
3. Biogas plant
4. Wheeling to the Grid
5. Sensor-based energy conservation
6. Use of LED bulbs/ power efficient equipment

**Response:** A. Four or more of the above

File Description	Document
Geo-tagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:****Facilities in the institute for the waste management.**

TNOU key operations have very less impact on the environment as the University is very conscious of generating less waste and recycling it by passing it through a system that enables the used materials to be reused ensuring that less natural resources are consumed. Waste disposal includes the activities and actions required to manage waste from its inception to its final disposal. This includes the collection, transport, treatment and disposal of waste, together with monitoring and regulation of the waste management process. Waste produced is solid, liquid, or gas; each type has different methods of disposal and management. Everyday students and staff come to our University and they bring their own food. This leads to a meagre amount of food waste. In addition, other solid wastes include paper, cardboard, garden debris etc. The waste is collected every day and is transported to sanitary landfill site of the institution every day. The composted waste is used for gardening.

To reduce waste at our University, students and staff are educated on proper waste management practices through lectures, advertisement on notice boards, slogan boards in the campus. The TNOU has implemented two – bin system in all the buildings - one for collecting degradable and the other for non-degradable waste.

Waste collected is separated as dry and wet waste. Colour coded dustbins are used for different types of waste. Green for wet and blue for solid waste. Efforts have taken to produce compost manure from the canteen solid waste and waste from other sources and this system is efficiently run by the students. The University has created the vermi composting unit to recycle the solid waste. The manure produced in the vermicomposting pit is approximately 2-5 kg per week. Manure is used for the purpose of gardening as well as for the planted trees.

All wastewater lines from toilets, bathrooms etc. are connected with Municipal drainage mains. Waste materials like plastic, paper etc. are collected and sold out to scrap vendor from time to time. Liquids are diluted by getting mixed with the washroom and toilet liquid wastes in to the common drainage. This drainage system has been connected to Greater Chennai Corporation drainage system. Biomedical waste generated from the university health centre is handed over to authorized persons from the Venkateshwara Hospital management

The E-waste collected is stored in store room and disposed every year accordingly.

Empty cartridges, outdated computers and electronic items are sold as scrap to ensure their safe recycling. Old monitors and CPUs are repaired by our technician and reused.

File Description	Document
Geo-tagged photographs of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>

**7.1.4 Water conservation facilities available in the Institution:**

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** A. Any 4 or all of the above

File Description	Document
Geo-tagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.5 Green campus initiatives-The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

**Response:** A. Any 4 or all of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geo-tagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

**7.1.6 Quality audits on environment and energy are regularly undertaken by the institution**

**The institutional environment and energy initiatives are confirmed through the following**

1. Green audit
2. Energy audit
3. Environmental audit
4. Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

**Response:** A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>
Certificates of any awards received	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.7 *The Institution has friendly, barrier free environment*

1. Built environment with ramps/lifts for easy access to classrooms.
2. Differently-abled friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for differently-abled persons (*Divyangjan*) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading, font enlargement etc.,

**Response:** A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Details of the Software procured for providing the assistance	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and such other diversities

**Response:**

Tamil Nadu Open University provides an inclusive environment for every one with tolerance and harmony towards cultural, regional, linguistics, communal, socio-economic and other diversities. Different cultural activities are organized inside the University to promote harmony. Commemorative days like International Yoga Day, World Book and Copyright Day, World Mother Tongue Day, Tamil Nadu Day along with many regional festivals like Pongal, Onam, Telugu New Year are celebrated in the University. Tamil Nadu Open University and Regional Centres and Community Colleges also organize skits to disseminate Communal and Socio-economic messages.



This establishes positive interaction among people from different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal Cell, Women Cell, Equal Opportunity Cell (SC/ST Cell), BC/MBC Cell, Alumni Cell, Anti-Ragging Cell, Environment Cell, Internal Harassment Cell, Entrepreneurship Cell, Persons with Disability Cell and Student Placement Cell which deal with grievances without considering anyone's racial or cultural background.

The University has adopted code of ethics of The Tamil Nadu Government Servants' Conduct Rules, 1973 (Corrected up to 09th March, 2010) Personnel & Administrative Reforms (A) Department for teachers and other employees which is followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

Learner Support Centres at Prisons and a Community College in the name of Mahatma Gandhi for offering academic programmes and Skill Development and Training Programmes have been functioning for more than a decade in all the Central Prisons of Tamil Nadu. The Additional Director General of Police and Inspector General of Prisons, No.1, Gandhi, Irwin Road, CMDA, Tower II, Egmore, Chennai – 600 008 by default is the Coordinator for Tamil Nadu Open University and who coordinates with TNOU and other Voluntary Organizations to offer education to the prisons inmates.

TNOU, so far has trained 1210 prison inmates for the last four batches. The University also established more Community Colleges in rural areas to provide skill oriented programmes. The University has established 12 Regional Centres all over Tamil Nadu. The Regional Centres also organized more such activities.

The Students Placement Cell of TNOU and the Department of Employment and Training, Government of Tamil Nadu jointly organized the Job Fair for the first time for the TNOU Graduates, who graduated in the past five years. All these facilities are provided to the learners irrespective of their caste, creed, color, sex or socio-economic background.

File Description	Document
Any other relevant information.	<a href="#">View Document</a>
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

***7.1.9 Sensitization of Learners and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens***

**Response:****Sensitization of Learners and employees of the institution**

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities, governed and guided by the Constitution irrespective of caste, religion, race and sex.

The Constitution of any country serves several purposes. It lays down certain ideals that form the basis of the kind of country that we as citizens aspire to live in. A country is usually made up of different communities of people who share certain beliefs, but may not necessarily agree on all issues. A Constitution helps serve as a set of principles, rules, and procedures on which there is a consensus. These form the basis according to which the people want the country to be governed and the society to move on. This includes not only an agreement on the type of government but also on certain ideals that the country should uphold. The Indian Constitution has certain core constitutional values that constitute its spirit and are expressed in various articles and provisions.

TNOU sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enable them to conduct as responsible citizens. The institute hoists the flag during national festivals like Independence Day and Republic Day and invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens.

Apart from national festival days, TNOU sensitizes the stakeholders on the awareness of corruption free environment, Child labour free environment, awareness of voters day and constitution day etc.

The institution takes pride of to equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the university community.

The institution takes many initiatives like conducting awareness campaigns, organizing orientation programmes, training programmes, seminars and workshops to sensitize the students and staff to be future leaders to inherit human values coping with the constitutional obligations. Ethical Values, rights, duties and responsibilities of citizens are some of the topics that are enlisted in Elocution/ Debates. The institution has strived forward with great effort to increase the level of awareness and appropriate practices amongst the students.

Fourteen events were conducted by various schools of study for the above purposes.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Details of activities that inculcate values necessary to nurture Learners to become responsible citizens	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for Learners, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1. The institutional Code of Conduct principles are displayed on the website**
- 2. There is a committee to monitor adherence to the institutional Code of Conduct principles**
- 3. Institution organizes professional ethics programmes for Learners, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	<a href="#">View Document</a>
Code of conduct and ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals**

**Response:**

Future development of India is possible only through youth and students. The role of educational institutions is important in inculcating a sense of patriotism and national unity among the young generation, because youth are the builders of future India. The contribution of educational institutions engaged in providing education to such youth will help strengthen nation building. Thus, Tamil Nadu Open University carries out various activities to foster patriotism and national unity. The syllabi offered by the TNOU have included subjects on personalities who played an important role in building the Indian nation. Many Indian freedom fighters and martyrs from Tamil Nadu, which has a history and culture that is thousands of years old, have sacrificed their lives for their Indian nation. For the young generation to learn about them, on their birthdays and death days, programmes are held to highlight the sacrifices they made for the Indian nation and the contributions they made to build India. Thus, Tamil Nadu Open University celebrates the great personalities of India. At TNOU, the national anthem is sung in all the functions. All national festivals are celebrated with great enthusiasm to inculcate a sense of patriotism in the students and staff. Tamil Nadu Open University hoists the national flag on the university campus every year on Indian

Independence Day and Republic Day. Special speeches are also delivered to honour the sacrifices of the freedom fighters. Similarly, on the Republic Day of India, special speeches are arranged to praise the superiority of the Constitution of India and remember the sacrifices and bravery of the soldiers who have dedicated themselves for the defence of the country. In this context the Tamil Nadu Open University commemorates the birth / death anniversaries of great Indian personalities like Mahatma Gandhiji, Sardar Vallabhbhai Patel, Swami Vivekananda, Babasaheb Ambedkar, Dr. Radhakrishnan, Maulana Abulkalam Azad, Thiruvalluvar, V.O. Chidambaram Pillai, Mahakavi Bharatiyar, Pavendar Bharathidasan, and Arignar Anna.

File Description	Document
Geo-tagged photographs of some of the events	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

**7.2.1 Describe any four Best practices successfully implemented by the Institution as per the NAAC format provided in the Manual.**

**Response:**

**Title of the Practice 1: Rehabilitation of Prison Inmates by way of providing Education and Imparting Skills**

**Objectives:**

- To offer Academic, Skill Development and Training Programmes to prison inmates
- To award certificates upon completion of the courses
- To provide employment opportunities and impart entrepreneurship skills

**Context:**

- By learning useful skills, prison inmates become readily employable or entrepreneurs after release
- They become responsible and useful citizens
- TNOU, NGOs and Tamilnadu Government joint initiative

**Practice:**

- Mahatma Gandhi Community College established by TNOU in 2011
- Jail Study Centres established in 9 Central Prisons and 2 Prisons for Women and Borstal School at Pudukottai managed by Prisons Department

- Offers academic, skill development and vocational programmes designed as per NSQF and NSDC norms
- Taught by volunteers, jail officials, educated prison inmates and Indian Centre for Research and Development of Community Education - an NGO
- No age limit, 100 % fee concession and certification by TNOU

#### **Evidence of Success:**

- In the last 5 years, **290** prison inmates, **61** in academic and **229** in skill development programmes
- Mostly they choose job-oriented programmes (Men: Plumbing, Mechanic, Refrigeration, Automobile; Women: Garment making, Fashion Design and Beautician)
- They participate in TNOU placement camps and get employment
- Tamil medium helps them complete the courses successfully

#### **Problems Encountered and Resources required:**

- Prison inmates taken to nearer colleges or LSCs due to lack of infrastructure (Examination halls, laboratories, and support systems). Necessary laboratory and other support systems should be created inside the prisons
- Most of them are forced to take arts and humanities subjects
- Prison inmates seldom get social recognition; the societal view on prison inmates should change.

#### **Title of the Practice 2: Empowering and Educating Persons with Disabilities (PwD)**

##### **Objectives:**

- To create awareness about the educational opportunities and rights of PwDs
- To create infrastructure, design academic and offer skill development programmes and research for PwDs
- To collaborate with government and NGOs in special education

**Context:** Skill development, entrepreneurship, employability and research drive TNOU towards its motto “Education for All and Ever”, to ensure inclusive and equitable quality education and promote life-long learning.

##### **The practice:**

- Disabled friendly TNOU campus
- Offering B.Ed. (SE) recognized by RCI and UGC since 2008 to train teachers with Intellectual Developmental Disabilities, Visual Impairment, and Hearing Impairment specializations
- Establishment of School / Department of Special Education and Rehabilitation in 2009
- Preparation of Equal Opportunity Policy
- Appointment of Grievance Redressal Officer
- 5% of seats reserved for PwD
- Establishment of Centre for Multimodal Materials Production for Differently Abled (CMPD) to meet the needs of PwDs in 2020
- Organize workshops, seminars, webinars, Continuing Rehabilitation Education (CRE) and training programmes

**Evidence of Success:** In the past 5 years, 229 UG / PG; 95 skill development and 1732 B.Ed. (SE) students have been admitted and are progressing. Some of the alumni have reached great heights: S. Ramalingam designated as Member, State Commission for Protection of Child Rights, Dr. Latha Rajendran received Chief Minister's "**Woman Achiever Award**" and Nizar Ahamed was employed as Special Educator in Dubai.

**Problems Encountered and Resources required:** Very low employment rates, transportation, accessibility problems, poor services, social discrimination and exclusion, inadequate availability of data and statistics and poor implementation of policies and schemes are some major challenges.

### **Title of the Practice 3: Placement Drives for TNOU Students**

#### **Objectives**

- To create awareness, conduct placement camps and provide employment opportunities for TNOU students
- To collaborate with private and government agencies for conducting placement camps
- To design job related skill development programmes

#### **Context:**

- "Education for All and Ever" is TNOU motto
- TNOU students are mostly disadvantaged, marginalized, rural, socially and economically backward, dropouts, women, widows, transgenders, jail inmates, etc
- Awareness creation, designing suitable curriculum and placement camps essential

#### **The practice**

- Student Welfare and Placement Cell established in 2017
- 12 Regional Centres in collaboration with District Employment Centres, educational institutions and industries decide date, venue, modalities, etc
- Local NGOs help in information dissemination, venue, logistics and hospitality
- Job offers distributed to successful candidates by officials, industry leaders and popular personalities
- Signed MoUs with leading job providers
- Industrial requirements identified, and job-oriented programmes designed and introduced in collaboration with NITTTR, NSDC and EDI
- Career Guidance Programmes conducted often

#### **Evidence of Success**

- In the past 5 years, 7 placement camps conducted at various places; 30594 candidates participated, 5235 got job offers (17 % success rate). This includes 56 PwD
- Average salary 2.5 – 3 LPA
- 6 MoUs signed with different industries to provide job opportunities
- .

#### **Problems Encountered and Resources required:**

- Low awareness, widespread geographical and socio-economic conditions, poor technology access, logistics, and hospitality and some other challenges
- Solved by leveraging NGOs, locals, alumni, and previous participants

#### **Title of the Practice 4: Skill Development Initiatives at TNOU**

##### **Objectives:**

- To Plan, develop and execute Skill Development programmes in accordance with NSQF and NSDC
- To develop Community Colleges to provide skill development courses

##### **Context:**

- NEP 2020 promotes vocational education and soft skills
- TNOU has strong Community College network and 12 Regional Centres

##### **Practice:**

- NSDC enlists 400 highly employable skills
- School of Continuing Education in association with Indian Centre for Research and Development of Community Education (ICRDCE) design and develop innovative, skill-oriented courses at various levels, as per industrial needs
- Currently offers 9 Vocational Diploma, 2 Advanced Vocational Diploma, 5 Diploma, 1 PG Diploma, 9 Certificate and 18 Short Term courses
- Modularity and vertical mobility
- School dropouts, 12th passouts, rural youths, women and existing workforce are the target groups
- Hands on training in work, life coping and communication skills
- Students can register in Tamilnadu Employment Exchange
- Bank loans and incubation opportunities

##### **Evidence of Success:**

- In the last 5 years, 13784 students including 10393 women (10174 in Vocational Diploma and 3610 in other skill development programmes) are admitted
- 6 MoUs signed with leading industries for placement
- Many industries participate in TNOU job fairs
- TNOU established 3 Constituent Community Colleges at Regional Centres

##### **Problems Encountered and Resources required:**

- Lack of awareness
- Fast market changes
- Slow pace of new course introduction

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Best practices as hosted on the Institutional website	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in two areas distinctive to its priority and thrust.

#### Response:

#### 7.3.1: Portray the performance of the institution in two areas distinctive to its priority and thrust within 1000 words.

Tamil Nadu Open University, the only State Open University in Tamil Nadu, in line with its vision, has been expanding opportunities for life-long higher education and is democratizing education by making it inclusive. TNOU adopts an innovative, flexible skill training for the unemployed and employed, which encourages rural learners.

#### Goal

- Access to higher education for large segments of population, particularly, the disadvantaged groups living in remote and rural areas, working people, homemakers and other adults who wish to upgrade, acquire knowledge.
- To continually offer opportunities for upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavours.
- Flexible, robust curricula, educational access, deep knowledge and promote entrepreneurial skills.
- Education and training in arts and crafts.

#### Construction

The University with its headquarters in Chennai and 12 Regional Centres in the major cities of Tamil Nadu carries out its academic activities. The University is offers 138 academic programmes, encompassing a wide range of disciplines with the 11 Schools of Studies and 5 Divisions. The academic programmes are delivered through the vast network of 191 Learner Support Centres. 140 Community Colleges also deliver TNOU skill development programmes.

This is the first of its kind co-operative initiative in the entire country. TNOU has knowledge partners in the form of academic institutions and industries. The University has established an e-learning centre in the context of fast-changing scene and the e-Learning Centre has been accorded an important role in developing e-Learning content and research activity.

The University has established its *distinctive approach* towards this comprehensive vision by modelling it in a way which is so unique and this idea started as Education Process Re-Engineering (EPR). The approaches are:



- Excellence in Rural services through Community Colleges
- Knowledge through Global Research

### ***Excellence in Rural services through Community Colleges***

Community College is an alternative system of education, which is aimed at the empowerment of the disadvantaged groups and the underprivileged groups through appropriate skills development leading to gainful employment in collaboration with local industry and community and also achieve skills for employment/ self employability of the above sections of people.

In short, Community College is place for **Education, Training and Employment** in the relevant Industry.

Tamil Nadu Open University started approving/ recognizing Community Colleges in India for offering Tamil Nadu Open University Vocational Education Programmes in the year 2004 by offering six trades through 70 Vocational Programme Centres (VPC) and 1187 students on-roll. Initially the University started with six trades of Vocational Education and currently offers 13 trades of Vocational Education Programmes. The Certificate level Vocational Education Programmes were upgraded to Diploma level with inclusion of Life Coping Skills and Communication Skills as compulsory courses of study. Print Materials in Self Instructional Format (SIM), Practical Components and CDs are also prepared for these Programmes.

The success of TNOU-Model has motivated Government of Tamil Nadu to issue G.O.163 dated 22-5-2008 for the recognition of Community Colleges with the possibility of Vertical mobility to the students of Community Colleges. TNOU started the recognition of Community Colleges as per G.O.163 from the year 2010 and at present the TNOU has established 140 Community Colleges. More than one lakh students has been trained in the Vocational Education Programmes of TNOU.

The Open University of Gujarat has appreciated the initiatives of Government of Tamil Nadu and the TNOU for the Community College Movement. The Vice-Chancellor of BRAOU and the Education Secretary from the Government of Gujarat visited TNOU to study about the functioning and implementation of Vocational Education Programmes through Community Colleges.

The Tamil Nadu State Government has lend its support to the students of Community Colleges by allotting fund for issue of Scholarship vide G.O. No. 369 dated 08-09-2008 and G.O. No.47 dated 28-03-2013. Based on the G.O. TNOU provide Scholarship for all the students registered in Tamil Nadu Open University through Community Colleges irrespective caste, creed and religion.

### ***Knowledge through Global Research***

The Course based projects, social impact projects, certificate courses offered by the University provide the knowledge regarding cutting edge technologies, enabling the students to carry out inter-disciplinary research, to gain a place among the leading Institutions in research activities and to create an encouraging atmosphere for connecting the University with industries by promoting the collaborative Research Projects and Consultancy Research, being discussed nationally and globally, to find the suitable technical solutions and for obtaining the patent rights on their novel research findings.

Since the Vision of the Institute focuses on comprehensive and sustained growth of the students and that of the University, the University serves as a unique tenet that directs the Institute's de facto modus operandi

which leads to appreciable, all-round performance by assuring global standards through value-adding education and interdisciplinary research paving ways to sustainable development.

The objectives of the excavation are to unlock the hoariness of the Tamil culture and Heritage and to unveil various glorious elements of ancient lifestyle of Tamils and the affluent imprints and the various phases of development in the ancient Tamil community. The notion of this practice is to educate the students, scholars and public in understanding the process of retrieving the ancient antiquities and the process of conservation to expose the glorious past. It also helps us in understanding that how we have adapted the modern lifestyle from the ancient social structure. TNOU is the first Open University in South India to conduct archaeology excavation. This is the only available site with the Sangam Age fort found intact, of nearly 1.56 kms in circumference and surrounded by a moat. The site yielded a Hero Stone with inscription of 2nd AD. The excavation yielded more than 200 antiquities like beads made out of various raw materials - bone tools, conch, iron pieces, bangles, bone pieces of animals, potteries with graffiti marks, etc. One of the important and the unique identifications is the exposure of a pottery with Tamizhi script of 2nd BCE.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Appropriate webpage in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

Tamil Nadu Open University (TNOU) has come into being by an Act of (No.27 of 2002) Legislature of Tamil Nadu in 2002. TNOU is like other State Open Universities in India established with the aim of extending higher education to all sections of people of Tamil Nadu on a large scale particularly the disadvantaged groups.

The main Objectives of the University are:

1. To strengthen and diversify the degree, diploma and certificate Programmes related to the needs of employment and necessary for the economy of the State and the Country;
2. To provide access to higher education for large segments of population and in particular, groups such as those living in remote and rural areas including working people who wish to upgrade or acquire knowledge through studies in various fields;
3. To promote acquisition of knowledge and to continually offer opportunities for upgrading the skills in the context of innovations, research and discovery in all fields of human endeavours;
4. To evolve flexible and robust curricula to widen educational access, deepen knowledge and promote entrepreneurial skill sets;
5. To provide a non-formal channel of educational system complementary to the conventional mode;
6. To provide education and training in the various fields of arts and crafts; and
7. To provide training to teachers.
8. To provide higher education to all segments of the people.

### Concluding Remarks :

In fact, the Tamil Nadu Government through TNOU has assumed the responsibility to meet the ever growing demands for higher education from diverse sections of the society in the State by way of Reaching the Unreached and Education For All and Ever.

The Academic Programmes of TNOU are duly recognized by University Grants Commission (UGC) - Distance Education Bureau (DEB), National Council for Teacher Education (NCTE), Rehabilitation Council of India (RCI) and All India Council for Technical Education (AICTE). The University has been accorded with 12B Status of the University Grants Commission in the year 2016.

The TNOU has started its academic journey from the Directorate of Technical Education (DOTE) Campus, Guindy, Chennai on 02-02-2003 with appointment of the first Vice Chancellor.

The main objective of TNOU is to bring out the higher education facilities at an affordable cost to the aspirants irrespective of caste, creed, religion, age, profession and habitat. Initially the faculty members were selected on deputation basis and then permanent faculties and administrative staff were recruited to TNOU. The academic operations were commenced in 2003-04.

In order to provide Skill Based Education and Training to the disadvantaged groups in the State of Tamil Nadu through Community Colleges, the TNOU has been identified by the Government of Tamil Nadu in 2008. The Government of Tamilnadu issued Order (G.O.M.s.No-163 dated 22-05-2008) to authorize TNOU to offer skill

development programmes. The Community Colleges mostly established by the Voluntarily Organizations serving for the poor are approved by the TNOU. Giving the Best to the Least, Roof for the Roofless and Reaching the Unreached are the motto of TNOU Community Colleges.

TNOU has enrolled over 1 million learners in the last 20 years and there are 27939 learners on roll at present pursuing various programmes such as Short-Term, Certificate, Diploma, Vocational Diploma, Under Graduate, Post Graduate and Research (M.Phil &Ph.D).