

**HEI ID: HEI-U-0020    Name of HEI: Koneru Lakshmaiah Education Foundation University.**  
**Type of HEI: Deemed-To-Be-University**

# **Annual Report**

**OF**

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

**PROGRAMMES UNDER**

**ONLINE MODE**

**<2020-21>**

**HEI ID:**

**Name of HEI:**

**Type of HEI:**

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**HEI ID:****Name of HEI:****Type of HEI:****Part – I: General Information****1.1 Date of notification of the Centre (attach a copy of the notification):** [UGC Approval March 2021.pdf](#)*Upload PDF***1.2 Details of Director, CIQA**

- Name: Dr.K.V.Narasimha Rao
- Qualification: M.S.,Ph.D
- Appointment Letter and Joining Report: Upload (PDF). [Director CIQA.pdf](#)

**1.3 Details of CIQA Committee:****a. Composition as per Regulations**

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Dr.L.S.S. Reddy, Vice Chancellor	CSE	08-10-2020
b.	Three Senior teachers of HEI	Member 1	Dr.M.V. Ramana Murthy, Assoc.Professor, CSS	English	08-10-2020
		Member 2	Mr.N. Vishnu Mohana Rao, Asst.Professor, Commerce	Commerce	08-10-2020
		Member 3	Dr.V.N. Sailaja, Asst.Professor, MBA	Management	08-10-2020
c.	Head of three Departments	Member 4	Dr.P.V. Vijay Kumar Reddy, Asst.Professor & HoD-MBA	Management	08-10-2020
		Member 5	Dr. V. Venu Madhav. Assoc. Professor, HoD-Commerce	Commerce	08-10-2020
	School of Studies from which programme is being offered in ODL	Member 6	Dr.M.S.R. Prasad, Asst.Professor & HoD-Computer Applications	Computer Applications	08-10-2020

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S. No.</b>	<b>Designation</b>	<b>Nomination as</b>	<b>Name and Qualification</b>	<b>Specialization</b>	<b>Date of Nomination in CIQA Committee</b>
	and Online mode				
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. Kolli Koteswara Rao Former Director (Academics) & Former Pro Vice Chancellor, Dr.B.R. Ambedkar Open University	Online Education	08-10-2020
		Member 8	Dr. V. Venkaiah, Former Vice Chancellor Krishna University & Former Pro Vice Chancellor Dr.BR. Ambedkar Open University	Online Education	08-10-2020
e.	Officials from departments of HEI	Member 9 Administration	Dr.B. Sekhar Babu, Assoc. Professor, CSE & Deputy Registrar	CSE	08-10-2020
	<ul style="list-style-type: none"> <li>Administration</li> <li>Finance</li> </ul>				
		Member 10 Finance	Mr.B.V Mallikharjuna Prasad Manager-Accounts	Accounts	08-10-2020
f.	Director, CIQA	Member Secretary	Dr. K.V. Narasimha Rao Professor, ME	ME/Quality	09-03-2021

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

If No, reason thereof.

**YES**

**1.4 Number of meetings held and its approval:**

**HEI ID:****Name of HEI:****Type of HEI:****a. No. of meetings held every year: 2****b. Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	10-04-2021	1	Relevant document uploaded	<a href="#">Minutes of Meeting 2020-21.pdf</a>

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

From &lt;Month, Year&gt; academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	Number of students admitted (Male/Female/Trans-gender)				
								M	F	T G	Total	
1.	NOT APPLICABLE											
N.												

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

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

From &lt;Month, Year&gt; academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority(if required)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	NOT APPLICABLE										
N.											

**Note: Mention details separately for <Month, Year>academic session, as applicable, as above.****1.7 Number of programmes started at Post Graduate Diploma level as per Commission Order:**

From &lt; Month, Year &gt;academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	NOT APPLICABLE									
N.										

**Note: Mention details separately for <Month, Year>academic session, as applicable, as above.****1.8 Number of programmes started at Undergraduate Degree Programmes as per Commission Order:**

From &lt;January 2021&gt;academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1	Bachelor of Business Administration	3	120	Intermediate or Equivalent	154200	F.No 1-t4/2o2o(DEB-II dated 10 <sup>th</sup> March 2021	42	7	0	49

**HEI ID:****Name of HEI:****Type of HEI:**

2	Bachelor of Computer Applications	3	123	Intermediate or Equivalent	154200	F.No 1-t4/2o2o(DEB-II dated 10 <sup>th</sup> March 2021	23	6	0	29
3	Bachelor of Commerce	3	124	Intermediate or Equivalent	112200	F.No 1-t4/2o2o(DEB-II dated 10 <sup>th</sup> March 2021	26	3	0	29

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

**HEI ID:****Name of HEI:****Type of HEI:****1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:**

From &lt;JAN, 2021&gt;academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	M.Sc Mathematics	2	90	Any graduate	1,00,000	F.No 1-t4/2o2o(DE B-II dated 10 <sup>th</sup> March 2021	1	0	0	1

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



**HEI ID:****Name of HEI:****Type of HEI:**

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

### **2.1 Action taken on the functions of CIQA:-**

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	Relevant document uploaded	<a href="#">2.1.1.pdf</a>
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Relevant document uploaded	<a href="#">2.1.2.pdf</a>
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Relevant document uploaded	<a href="#">2.1.3.pdf</a>
4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	Relevant document uploaded	<a href="#">2.1.4.pdf</a>
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Relevant document uploaded	<a href="#">2.1.5.pdf</a>

**HEI ID:****Name of HEI:****Type of HEI:**

6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Relevant document uploaded	<a href="#">2.1.6.pdf</a>
7.	Implementation of its recommendations through periodic reviews	Relevant document uploaded	<a href="#">2.1.7.pdf</a>
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	Relevant document uploaded	<a href="#">2.1.8.pdf</a>
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	Relevant document uploaded	<a href="#">2.1.9.pdf</a>
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Relevant document uploaded	<a href="#">2.1.10.pdf</a>
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	Relevant document uploaded	<a href="#">2.1.11.pdf</a>

**HEI ID:****Name of HEI:****Type of HEI:**

12.	Mechanism to ensure the proper implementation of Programme Project Reports	Relevant document uploaded	<a href="#">2.1.12.pdf.pdf</a>
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Relevant document uploaded	<a href="#">2.1.13.pdf</a>
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Relevant document uploaded	<a href="#">2.1.14.pdf</a>
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Relevant document uploaded	<a href="#">2.1.15.pdf</a>
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	Relevant document uploaded	<a href="#">2.1.16.pdf</a>
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	Relevant document uploaded	<a href="#">2.1.17.pdf</a>
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Relevant document uploaded	<a href="#">2.1.18.pdf</a>

**HEI ID:****Name of HEI:****Type of HEI:**

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Relevant document uploaded	<a href="#">2.1.19.pdf</a>
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Relevant document uploaded	<a href="#">2.1.20.pdf</a>
21.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Relevant document uploaded	<a href="#">2.1.21.pdf</a>
	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Relevant document uploaded	<a href="#">2.1.21.pdf</a>
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	Relevant document uploaded	<a href="#">2.1.22.pdf</a>
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programmes	Relevant document uploaded	<a href="#">2.1.23.pdf</a>

**HEI ID:****Name of HEI:****Type of HEI:**

24.	Promoted automation of learner support services of the Higher Educational Institution	Relevant document uploaded	<a href="#">2.1.24.pdf</a>
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Relevant document uploaded	<a href="#">2.1.25.pdf</a>
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Relevant document uploaded	<a href="#">2.1.26.pdf</a>
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Relevant document uploaded	<a href="#">2.1.27.pdf</a>
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	Relevant document uploaded	<a href="#">2.1.28.pdf</a>
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Relevant document uploaded	<a href="#">2.1.29.pdf</a>

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

<b>Sr.No.</b>	<b>Provisions in Regulations</b>	<b>Action taken in respect of online programmes</b>	<b>Upload relevant document</b>

**HEI ID:****Name of HEI:****Type of HEI:**

1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	Relevant document uploaded	<a href="#">2.2.1.pdf</a>
2.	Articulation of Higher Educational Institution Objectives	Relevant document uploaded	<a href="#">2.2.2.pdf</a>
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	Relevant document uploaded	<a href="#">2.2.3 pdf.pdf</a>
4.	Programme Monitoring and Review	Relevant document uploaded	<a href="#">2.2.4.pdf</a>
5.	Infrastructure Resources	Relevant document uploaded	<a href="#">2.2.5.pdf</a>
6.	Learning Environment and Learner Support	Relevant document uploaded	<a href="#">2.2.6.pdf</a>
7.	Assessment and Evaluation	Relevant document uploaded	<a href="#">2.2.7.pdf</a>
8.	Teaching Quality and Staff Development	Relevant document uploaded	<a href="#">2.2.8.pdf</a>

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

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

**HEI ID:****Name of HEI:****Type of HEI:**

1.	Academic Planning	Relevant document uploaded	<a href="#">2.3.1.pdf</a>
2.	Validation	Relevant document uploaded	<a href="#">2.3.2.pdf</a>
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Examination Centres b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational Institution e. Periodic Review	Relevant document uploaded	<a href="#">2.3.3.pdf</a>

**HEI ID:**

**Name of HEI:**

**Type of HEI:**

## **Part – III: Human Resources and Infrastructural Requirements**

### **3.1 Name and details of Director of Centre for Distance and Online Education**

**(Dual Mode University)** - Regular, full time, atleast Associate Professor -

[Appointment order - Director CDOE.pdf](#)

Or

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

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

**Appointment letter and Joining report are attached.**

### **3.2 Name and details of Deputy Director of Centre for Distance and Online Education**

**(Dual Mode University)** - Full time or contractual basis, atleast Associate Professor

[-Appointment order -Dy.Director.pdf](#)

Or

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

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

**Appointment letter and Joining report are attached.**

### **3.3 Name and details of Assistant Director of Centre for Distance and Online Education (Dual Mode University)**

- Full time or contractual basis, not below the rank of an Assistant Professor-[Appointment order -Assistant Director.pdf](#)

Or

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

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

**Appointment letter and Joining report are attached.**



**HEI ID:****Name of HEI:****Type of HEI:**

**3.4 Compliance status in respect of Human Resource – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

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

***Faculty details are provided in the given format.***

**i. Programme name:**

**a. Programme Coordinator**

S. No.	Names with Designation	Qualification	Experiences in years	Type (Regular/ Contract) with gross salary/ Month (Rs)	Date of joining programme
1	Dr.T.Eswarlal, Associate Professor, M.Sc (Mathematics) Program coordinator	M.Sc, M.Phil, Ph.D.	25	Regular/71483	09-03-2021
2	Dr.N.Durga Prasad, Assistant Professor, BBA Program coordinator	M.com, MBA, Ph.D	8	Regular/57008	09-03-2021
3	Dr.A.Raju, Assistant Professor , B.Com Program coordinator	M.com, M.Phil Ph.D.	10	Regular/40000	09-03-2021
4	Dr.M.Radha Assistant Professor BCA Program coordinator	MTech	10	Regular/58420	09-03-2021

**a. Course Coordinator**

**HEI ID:****Name of HEI:****Type of HEI:**

S.No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
<b>BBA/BCA/B.com – Semester I common course</b>						
1.	Integrated professional English	Dr.Arnab Chatterjee	MA, Ph.D.	13	Regular/75000	04-02-2021
<b>BBA Semester I (Jan 21)</b>						
2.	Business Mathematics	Dr.T.Eswarlal	M.Sc, M.Phil, Ph.D.	25	Regular/71483	09-03-2021
3.	Business Environment	Dr.M.S.Narayana	MBA,Ph.D	30	Regular/60000	01/06/18
4.	Business Economics	Dr.N.Durga Chaithanya Prasad	M.com, MBA, Ph.D	8	Regular/57008	09-03-2021
5.	Perspectives of Management	Dr.M.S.Narayana	MBA,Ph.D	30	Regular/60000	01/06/18
6.	IT for Business Managers	Dr.N.Durga Chaithanya Prasad	M.com, MBA, Ph.D	8	Regular/57008	09-03-2021
7.	Ecology & Environment	Dr.N.Bindu Madhavi	MBA, M.com, Ph.D, UGC(NET), AP (SET)	21 years	Regular/70000	20-03-2019
<b>BCA Semester I (Jan 21)</b>						
8.	Mathematics for Computer Science	Mr.Rajeev Kudari	M.Tech	6	Regular/36000	01-03-2021
9.	Problem Solving through Programming	Mr.N.Rajesh Babu	M.Tech	23	Regular/47008	03-07-2020
10.	Computer Organization & Architecture	Mr.N.Rajesh Babu	M.Tech	23	Regular/47008	03-07-2020
11.	Essentials of Information Technology	Dr.A.Sivaramakrishnan	M.Tech	6	Regular/36000	01-03-2021
<b>B.Com Semester I (Jan 21)</b>						

**HEI ID:****Name of HEI:****Type of HEI:**

S.N o.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining program me
12.	Accountant in Business	Dr.Arumugam Raju	M.com, M.Phil Ph.D.	10	Regular/40000	09-03-2021
13.	Principles of Accounting	Dr.Arumugam Raju	M.com, M.Phil Ph.D.	10	Regular/40000	09-03-2021
14.	Principles of Management	Dr.N.Bindu Madhavi	MBA, M.com, Ph.D, UGC(NET), AP (SET)	21 years	Regular/7 0000	20-03-2019
15.	Fundamentals of Cost Accounting	Dr.N.Durga Chaithanya Prasad	M.com, MBA, Ph.D	8	Regular/57008	09-03-2021
16.	Indian Heritage & Culture	Dr.M.S.Narayana	MBA,Ph.D	30	Regular/60000	01/06/18
<b>M.Sc (Mathematics) Semester I (Jan 21)</b>						
17.	Abstract Algebra	Dr.Basua Debananda	B.tech,Ms,Ph.D	15	Regular/42000	25-11-2021
18.	Data Structures	Dr.Basua Debananda	B.tech,Ms,Ph.D	15	Regular/42000	25-11-2021
19.	Statistical Inference	Dr.Basua Debananda	B.tech,Ms,Ph.D	15	Regular/42000	25-11-2021
20.	Numerical Analvsis	Dr.Eswarlal Tamma	M.Sc, M.Phil, Ph.D.	25	Regular/71483	09-03-2021
21.	TechnicalSkills	Dr.Eswarlal Tamma	M.Sc, M.Phil, Ph.D.	25	Regular/71483	09-03-2021
22.	Seminar-2	Dr.Eswarlal Tamma	M.Sc, M.Phil, Ph.D.	25	Regular/71483	09-03-2021

**b. Course mentor**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/month	Date of joining program me
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**HEI ID:****Name of HEI:****Type of HEI:**

1	Dr.N.Bindu Madhavi	MBA, M.com, Ph.D, UGC(NET), AP (SET)	21 years	Regular/70000	20-03-2019
2	Dr.M.S.Narayana	MBA,Ph.D	30	Regular/60000	01/06/18

**HEI ID:****Name of HEI:****Type of HEI:**

Any other details

**3.2 Details of Administrative staff**

- a. Number of Administrative staff available exclusively for Online programmes :**  
[Appointment Orders of administrative staff.pdf](#)

Admin Staff	Required	Available
Deputy Registrar	1	1
Assistant Registrar	1	1
Section Officer	1	1
Assistants	3 (2 for DM Universities)	3
Computer Operator	2	2
Multi Tasking Staff	2	2

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

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

- i. Technical Team for Development of e-Content as Self-Learning e- Modules:**  
[Appointment orders Technical team .pdf](#)

Post	Required	Available
Technical Manager (Production)	1	1
Technical Associate (Audio-Video recording and editing)	1	1
Technical Assistant (Audio-Video recording)	1	1
Technical Assistant (Audio-	1	1

**HEI ID:****Name of HEI:****Type of HEI:**

Video editing)		
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- ii. **For Delivery of Online Programmes:** [Appointment orders Team for delive programsry of online.pdf](#)

Post	Required	Available
Technical Manager (LMS and Data Management)	1 (per Centre)	1
Technical Assistant (LMS and Data Management)	2	2

- iii. **For Admission and Examination for Online mode:** [Appointemnt orders team for admissions.pdf](#)

Post	Required	Available
Technical Manager (Admission, Examination and Result)	1 (per Centre)	1
Technical Assistant (Admission, Examination and Result)	2	2

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

**HEI ID:****Name of HEI:****Type of HEI:****Part – IV: Examinations****4.1 Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:**

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

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No</b>	<b>If No, Reason thereof</b>
	State must be proportionate to the student enrolment from the region		
6.	Building and grounds of the examination centre must be clean and in good condition.	Not Applicable	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Not Applicable	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Not Applicable	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Not Applicable	
10.	Safety and security of the examination centre must be ensured	Not Applicable	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Not Applicable	
12.	Provision of drinking water must be made for learners	Not Applicable	
13.	Adequate parking must be available near the examination centre	Not Applicable	
14.	Facilities for Persons with Disabilities should be available	Not Applicable	

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

<b>S.</b>	<b>Provisions in Regulations</b>	<b>Whether</b>	<b>If No,</b>
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**HEI ID:****Name of HEI:****Type of HEI:**

<b>No.</b>		<b>being complied Yes/No</b>  <b>If yes, please provide details and upload relevant documents</b>	<b>Reason thereof</b>
1.	Requirements at Test Centres  (as mentioned in provision II (B)(13)(i) of Annexure II)	No	
2.	Requirement of proctors  (as mentioned in provision II (B)(13)(ii) of Annexure II)	No	
3.	Security arrangements in the testing centre  (as mentioned in provision II (B)(13)(iii) of Annexure II)	No	
4.	Remote Proctoring  (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes	

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

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No</b> <b>If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	<b>Relevant document uploaded</b>	<a href="#">4.3.1.pdf</a>
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of	<b>Relevant document uploaded</b>	<a href="#">4.3.2.pdf</a>

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
	learners enrolled through Online mode and their certification.		
3.	<p>The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;</p> <p>ii) For Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.</p>	<b>Relevant document uploaded</b>	<a href="#">4.3.3.pdf</a>
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional	<b>Relevant document uploaded</b>	<a href="#">4.3.4.pdf</a>

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
	mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities		
5.	The weightage for different components of assessments for Online mode shall be as under:  (i) continuous or formative assessment (in semester): Maximum 30 per cent.  (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	<b>Relevant document uploaded</b>	<a href="#">4.3.5 Model Question Paper.docx</a>
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	<b>Relevant document uploaded</b>	<a href="#">4.3.6.pdf</a>
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	<b>Relevant document uploaded</b>	<a href="#">4.3.7 Certificate .pdf</a>
8.	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure	<b>Relevant document uploaded</b>	<a href="#">4.3.8.pdf</a>

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
	that no part of the syllabus is left out of study by a learner.		
9.	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	<b>Relevant document uploaded</b>	<a href="#">4.3.9 Online Proctoring.pdf</a>
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	<b>Relevant document uploaded</b>	<a href="#">4.3.10.pdf</a>
	(b) Availability of biometric system	<b>Relevant document uploaded</b>	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners	<b>Relevant document uploaded</b>	
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination	<b>Relevant document uploaded</b>	

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
	centre to the Higher Educational Institution		
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	<b>Relevant document uploaded</b>	<a href="#">4.3.11.pdf</a>
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	<b>Relevant document uploaded</b>	<a href="#">4.3.12 Observer report.pdf</a>
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	<b>Relevant document uploaded</b>	<a href="#">4.3.12 Observer report.pdf</a>
13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	<b>Relevant document uploaded</b>	<a href="#">4.3.13.pdf</a>
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored	<b>Relevant document uploaded</b>	<a href="#">4.3.14.pdf</a>

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
	examinations for such learners		
15.	<p>(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have</p> <ul style="list-style-type: none"> <li>i. Photograph</li> <li>ii. Aadhaar number or other government recognized identifier or Passport number, as applicable,</li> <li>iii. Other relevant details of the learner along with the Programme name.</li> </ul>	<b>Relevant document uploaded</b>	<a href="#">4.3.15.pdf</a>
	(b) Each award shall also be uploaded on the National Academic Depository		
16.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination Centres	<b>Relevant document uploaded</b>	<a href="#">4.3.16.pdf</a>

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

**HEI ID:****Name of HEI:****Type of HEI:**

Semester Beginning	Programme	No.of students admitted	No.of students appeared in exams	Number of students progressed to next year	% of students passed	% of students passed in first class
Jan 2021	BCA	29	27	26	96%	97%
	BBA	49	46	45	97%	98%
	B. Com	29	27	26	96%	92%
	MSc Maths	1	1	1	100%	100%

**HEI ID:**

**Name of HEI:**

**Type of HEI:**

## **Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM)**

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

*HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned. - [PPR APPROVAL and sample PPR.pdf](#)*

INSERT TEXT BOX

**Upload samples and authority approval**

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

*HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for OL programmes. - <https://kluonline.edu.in/slm>*

INSERT TEXT BOX

**Upload samples and authority approval**

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

*HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned. - [https://kluonline.edu.in/assets/pdfs/BBA\\_M1U1%20-%20Business%20Mathematics.pdf](https://kluonline.edu.in/assets/pdfs/BBA_M1U1%20-%20Business%20Mathematics.pdf)*



**HEI ID:**

**Name of HEI:**

**Type of HEI:**

INSERT TEXT BOX

**Upload samples and authority approval**

**HEI ID:**

**Name of HEI:**

**Type of HEI:**

## **Part – VI: Programme Delivery through Learning Platform**

### **6.1 Details of Learning Platform**

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

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

*Not Applicable*

- In case of Non-SWAYAM Learning Platform, evidence to ensure that it is not used in any franchise arrangement with a private service provider and HEI has the ownership of offering Online programmes including all the required components of Online education and compliance to all the provisions of the regulations*

<https://kluonline.edu.in/>

### **6.2 Compliance status in respect of the Programme delivery**

*HEI shall mention mechanism followed to ensure the learner's participation at least for two hours every fortnight as per provision 13 (C) (5) of the Regulations, 2020. Further, details of the norms followed by HEI for delivery of courses in Online mode in Teaching- Learning scheme (as per table 3, Annexure – VII)- [6.2 compliance to program delivery.pdf](#)*

*Relevant document uploaded*

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

a. Provide details as under:

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

**HEI ID:**

**Name of HEI:**

**Type of HEI:**

							wise programmes wise)	–
NOT APPLICABLE								

- b. Upload approval of statutory authorities of the Higher Educational Institution: Not Applicable

HEI ID:

Name of HEI:

Type of HEI:

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

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorized signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes	<a href="#">Declaration for documents availability in Website.pdf</a>
Uploading of the following on HEI website <b>(Mention link)</b>			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode	Yes	<a href="https://kluonline.edu.in/assets/pdfs/Category-1.pdf">https://kluonline.edu.in/assets/pdfs/Category-1.pdf</a> <a href="https://kluonline.edu.in/assets/pdfs/NAAC-Certificate.pdf">https://kluonline.edu.in/assets/pdfs/NAAC-Certificate.pdf</a>
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes	<a href="https://kluonline.edu.in/assets/pdfs/UGC-Approvals-for-Online-programmes.pdf">https://kluonline.edu.in/assets/pdfs/UGC-Approvals-for-Online-programmes.pdf</a>
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	Yes	<a href="https://kluonline.edu.in/handbooks">https://kluonline.edu.in/handbooks</a>

**HEI ID:**

**Name of HEI:**

**Type of HEI:**

5.	Programme-wise information on syllabus, suggested readings, contact points for	Yes	<a href="https://kluonline.edu.in/program-structures-syllabus">https://kluonline.edu.in/program-structures-syllabus</a>
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**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provision</b>	<b>Complied Yes/No with explicit link address</b>	<b>If no. Reasons, thereof</b>
	counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes	<a href="https://kluonline.edu.in/academic-calendar">https://kluonline.edu.in/academic-calendar</a>
7.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	Yes	<a href="https://kluonline.edu.in/assets/pdfs/strategy-plan.pdf">https://kluonline.edu.in/assets/pdfs/strategy-plan.pdf</a>
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes	<a href="https://forms.office.com/pages/responsepage.aspx?id=PsiMgEal50egP3Oh67ok83RaFAeDzN5Jhz8klfxHegR-UNTbQUjNORkwxNVRIVTdMRjY5N0dKQkM0Ry4u">https://forms.office.com/pages/responsepage.aspx?id=PsiMgEal50egP3Oh67ok83RaFAeDzN5Jhz8klfxHegR-UNTbQUjNORkwxNVRIVTdMRjY5N0dKQkM0Ry4u</a>
9.	Information regarding all the programmes recognised by the Commission	Yes	<a href="https://kluonline.edu.in/online-bachelor-business-administration">https://kluonline.edu.in/online-bachelor-business-administration</a>

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provision</b>	<b>Complied Yes/No with explicit link address</b>	<b>If no. Reasons, thereof</b>
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes	<a href="https://kluonline.edu.in/students-enrolled-list">https://kluonline.edu.in/students-enrolled-list</a>
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	Yes	<a href="https://kluonline.edu.in/slm">https://kluonline.edu.in/slm</a>
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	Yes	<a href="https://kluonline.edu.in/faq">https://kluonline.edu.in/faq</a>
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	NA	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	Yes	<a href="https://kluonline.edu.in/schedule-of-examinations">https://kluonline.edu.in/schedule-of-examinations</a>
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes	<a href="https://kluonline.edu.in/assets/pdfs/academic-calendars/Academic-Calendar-for-AY-2021-2022-July-2021-Batch.pdf">https://kluonline.edu.in/assets/pdfs/academic-calendars/Academic-Calendar-for-AY-2021-2022-July-2021-Batch.pdf</a> <a href="https://kluonline.edu.in/assets/pdfs/academic-calendars/Academic-Calendar-for-AY-2021-2022-January-2022-Batch.pdf">https://kluonline.edu.in/assets/pdfs/academic-calendars/Academic-Calendar-for-AY-2021-2022-January-2022-Batch.pdf</a>

**HEI ID:****Name of HEI:****Type of HEI:**

16.	Reports of the third-party academic audit to be undertaken every five years and internal	Yes	<a href="https://kluonline.edu.in/assets/pdfs/internal-quality-assurance-21-22.pdf">https://kluonline.edu.in/assets/pdfs/internal-quality-assurance-21-22.pdf</a>



**HEI ID:**

**Name of HEI:**

**Type of HEI:**

<b>S.No.</b>	<b>Provision</b>	<b>Complied Yes/No with explicit link address</b>	<b>If no. Reasons, thereof</b>
	academic audit every year by Centre for Internal Quality Assurance		

**HEI ID:****Name of HEI:****Type of HEI:****Part – VIII: Admission and Fees****8.1 Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

<b>S.No.</b>	<b>Provision</b>	<b>Whether being complied Yes/No</b>
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in online mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
3.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
4.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with	Yes

**HEI ID:****Name of HEI:****Type of HEI:**

	<p>the instructions or orders issued by Central Government or State Government:</p> <p>Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	
5.	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners	Yes
6.	<p>Every Higher Educational Institution shall–</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and</p> <p>(d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.</p>	Yes
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to	

**HEI ID:****Name of HEI:****Type of HEI:**

	such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in online mode, and the other terms and conditions of such payment	Yes
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
8. (c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	Yes
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for	Yes

**HEI ID:****Name of HEI:****Type of HEI:**

	admission to each programme of study and the amount of fee to be paid for the admission test	
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes
8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes
9.	Higher Educational Institution shall publish information at <b>sr. no. '8'</b> above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned	Yes

**HEI ID:****Name of HEI:****Type of HEI:**

	in the Commission Order	
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Online mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher	Yes

**HEI ID:****Name of HEI:****Type of HEI:**

	Educational Institution	
14.	<p>No Higher Educational Institution shall, issue or publish-</p> <p>(a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognized by the appropriate statutory authority or by the Commission where it is not so recognized;</p> <p>(b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading</p>	Yes

**8.2 Whether Higher Educational Institution provided the details of all international learners enrolled immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry of Education and University Grants Commission: Yes/No**

**If No, reason thereof:**

**KLEF CDOE don't have international admissions in July 2021 and Jan 2022 batches.**

**HEI ID:****Name of HEI:****Type of HEI:****Part – IX: Grievance Redressal Mechanism****1. Compliance status of ‘Grievance Redressal Mechanism’ – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2021-2022**

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

**Student Grievance through Email**

Step 1: Student can contact the coordinator or Mentor through mail. supportcdoe@kluniversity.in  
 Step 2: Student can share their details to the mentor and mention the issue thru Email. (Student Number Name, Mail Id, Phone number, Student Batch, Type of Issue, Course name)  
 Step 3: Mentor or Program coordinator will resolve the issue

**2. Details of Grievance received**

Numbers of Grievance Received	Numbers of Grievance Resolved
30	30

**3. Complaint Handling Mechanism**

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

Students can interact or contact through email or web portal in connection with complaints who are facing issues. After registering their issues the program coordinator will take necessary action and resolve the issues.

**Mode of complaints:** Send through Email / Web Portal / WhatsApp.  
 Complaints will be resolved by Program Coordinator

**4. Details of Complaints received from UGC (DEB)**

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
30	30	yes



**HEI ID:**

**Name of HEI:**

**Type of HEI:**

## **Part – X: Innovative and Best Practices**

**10.1 Innovations introduced during academic year 2020-21**

**10.2 Best Practices of the HEI**

1. Innovative content development
2. Instructional Design practice
3. Interactive Quiz
4. Interactive e-book

**10.3 Details of Job Fairs conducted by the HEI : Not Applicable**

**10.4 Success Stories of students of Online mode of the HEI : Not Applicable**

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

**10.6 Number of students placed through Campus Placements: Not applicable as the department is established this year**


**10.7 Details of Alumni Cell and its activity : Not applicable as the department is established this year**

**10.8 Any other Information**

**HEI ID:** HEI-U-0020 **Name of HEI:** Koneru Lakshmaiah Education Foundation  
**Type of HEI:** Deemed-to-be-University

## DECLARATION

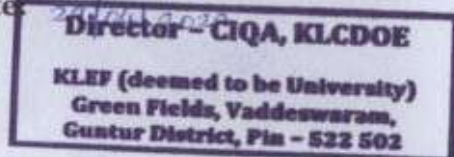
I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation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


  
Signature of the Director:

Name: Dr. K. V. NARASIMHA RAO

Seal:

Date:



  
Signature of the Registrar:

Name: Dr. K. SUBBARAO

Seal:

Date: 29.04.2023

**REGISTRAR**

Koneru Lakshmaiah Education Foundation  
(Deemed to be University)  
Green Fields, VADDESWAREM-522 302.  
Guntur District, Andhra Pradesh.

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