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

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER

ONLINE MODE

<2022-23>

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

Contents

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 Approvals for Online programmes.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.G. Pardha Sarathi Varma, Vice-Chancellor	CSE	03-10-2021
b.	Three Senior teachers of HEI	Member 1	Dr.M.Kishore Babu, Professor, Dean MHS	Management	03-10-2021
		Member 2	Dr.A.V.N.Murthy Professor, Commerce	Commerce	03-10-2021
		Member 3	Dr.V.N. Sailaja, Associate Professor, MBA	Management	08-10-2020
c.	Head of three Departments or School of studies from which programme is being offered in ODL and Onlien Mode	Member 4	Dr.P.Venkateswara Rao, Professor & HoD-BBA	Management	03-10-2021
		Member 5	Dr. V. Venu Madhav. Assoc. Professor, HoD-Commerce	Commerce	08-10-2020
		Member 6	Dr.K.Bhagavan Associate Professor & HoD-Computer Science & Applications	Computer Applications	03-10-2021

d.	Two External Experts of ODL and/or Online Education	Member 7	Sri.S.Koteswara Rao, Professional Senior Adviser-ANU CDE ICT Division for Online Education, Acharya Nagarjuna 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

	• Administration • Finance				
		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

1.4 Number of meetings held and its approval:

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	15-12-2022	2	MOM_15-6-2022.pdf	MOM_15-6-2022.pdf
Meeting 2	10-04-2023	2	MOM_15-12-2022.pdf	MOM_15-12-2022.pdf

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

From <M*onth, Year*> 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	TG	Total
1.					NOT APPLICABLE						
N.											

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

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

From <M*onth, Year*> 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 <M*onth, Year*>academic session, as applicable, as above.

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

From <M*onth, Year*>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 <M*onth, Year*>academic session, as applicable, as above.

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

From <M*onth, Year*>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.	NOT APPLICABLE									
N.										

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

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

From <M*onth, Year*>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.	**NOT APPLICABLE**									
N.										

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

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

2.1   Action taken on the functions of CIQA:-

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	2.1.1.pdf
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	2.1.2.pdf
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Relevant document uploaded	2.1.3.pdf
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	2.1.4.pdf
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	2.1.5.pdf

6.	Measures suggested to theauthorities of Higher Educational Institution for qualitative improvement	Relevant document uploaded	2.1.6.pdf
7.	Implementation of its recommendations through periodic reviews	Relevant document uploaded	2.1.7.pdf
8.	Workshops/ seminars/ symposium organizedon quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	Relevant document uploaded	2.1.8.pdf
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	2.1.9.pdf
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Relevant document uploaded	2.1.10.pdf
11.	Measures taken to ensure that Programme Project Report for each programme is according to thenorms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	Relevant document uploaded	2.1.11 .pdf

12.	Mechanism to ensure the proper implementation of Programme Project Reports	Relevant document uploaded	2.1.12 .pdf
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Relevant document uploaded	2.1.13 .pdf
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	2.1.14.pdf
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	2.1.15.pdf
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	2.1.16 .pdf
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	Relevant document uploaded	2.1.17.pdf
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Relevant document uploaded	2.1.18 .pdf

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Relevant document uploaded	2.1.19 .pdf
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Relevant document uploaded	2.1.20 .pdf
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	2.1.21A .pdf
	(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	2.1.21B .pdf
22.	Overseen the functioning of Centrefor Internal Quality Assurance and approve the reports generated by Centre for Internal QualityAssurance on the effectiveness of quality assurance systems and processes	Relevant document uploaded	2.1.22.pdf
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	2.1.23 .pdf

24.	Promoted automation of learner support services of the Higher Educational Institution	Relevant document uploaded	2.1.24 .pdf
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	2.1.25.pdf
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Relevant document uploaded	2.1.26 .pdf
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	2.1.27 .pdf
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	Relevant document uploaded	2.1.28.pdf
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Relevant document uploaded	2.1.29.pdf

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

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

1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	Relevant document uploaded	2.2.1 .pdf
2.	Articulation of Higher Educational Institution Objectives	Relevant document uploaded	2.2.2 .pdf
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	2.2.3.pdf
4.	Programme Monitoring and Review	Relevant document uploaded	2.2.4 .pdf
5.	Infrastructure Resources	Relevant document uploaded	2.2.5 .pdf
6.	Learning Environment and Learner Support	Relevant document uploaded	2.2.6 .pdf
7.	Assessment and Evaluation	Relevant document uploaded	2.2.7 .pdf
8.	Teaching Quality and Staff Development	Relevant document uploaded	2.2.8 .pdf

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

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

1.	Academic Planning	Relevant document uploaded	2.3.1 .pdf
2.	Validation	Relevant document uploaded	2.3.2 .pdf
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	2.3.3 .pdf

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 order and joining report are attached.**

3.2   **Name and details of Deputy Director of Centre for Distance and OnlineEducation (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 order 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 order and joining report are attached**.

3.4   **Compliance status in respect of Human Resource – As per Annexure – IV ofUGC (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 as per the given format.*

i.   **Programme name:**

     a.   **Programme Coordinator**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining program me
1	Sri.U.K.Shukla, Assistant Profesor, MBA Programme Coordinator	B.Tech,MBA, (Ph.D.)	25	Regular/70000	04-02-2022
2	Dr.T.Eswarlal, Associate Professor, M.Sc (Mathematics) Program coordinator	M.Sc, M.Phil, Ph.D.	25	Regular/71483	09-03-2021
3	Dr.Arnab Chaterjee, Associate Professor, MA Program coordinator	MA, Ph.D.	13	Regular/75000	04-02-2021
4	Dr.N.Durga Prasad, Assistant Professor, BBA Program coordinator	M.com, MBA, Ph.D	8	Regular/57008	09-03-2021
5	Dr.A.Raju, Assistant Professor , B.Com Program	M.com, M.Phil Ph.D.	10	Regular/40000	09-03-2021

	coordinator				
6	Mr.K. Rajeev .Radha Assistant Professor BCA Program coordinator	MTech	10	Regular/58420	09-03-2021

b. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
over	**BBA/BCA/B.com – Semester I common course**					
	Integrated professional English	Dr.Arnab Chatterjee	MA, Ph.D.	13	Regular/75000	04-02-2021
	BBA Semester I (July 22 & Jan 23)					
	Business Mathematics	Dr.T.Eswarlal	M.Sc, M.Phil, Ph.D.	25	Regular/71483	09-03-2021
	Business Environment	Dr.M.S.Narayana	MBA,Ph.D	30	Regular/60000	01/06/18
	Business Economics	Dr.N.Durga Chaithanya Prasad	M.com, MBA, Ph.D	8	Regular/57008	09-03-2021
	Perspectives of Management	Dr.M.S.Narayana	MBA,Ph.D	30	Regular/60000	01/06/18
	IT for Business Managers	Dr.N.Durga Chaithanya Prasad	M.com, MBA, Ph.D	8	Regular/57008	09-03-2021
	Ecology & Environment	B. Adithya Subrahmanyam	M.Sc (Ph.D)	6	Regular/35000	06-09=2021
	B.Com Semester I (July 22 & Jan 23)					
	Accountant in Business	Dr.Arumugam Raju	M.com, M.Phil Ph.D.	10	Regular/40000	09-03-2021
	Principles of Accounting	Dr.Arumugam Raju	M.com, M.Phil Ph.D.	10	Regular/40000	09-03-2021
	Principles of Management	Dr.K.S.L.N.Subramanyam	M.Com, Ph.D	25	Regular/70000	05-09-2020

	Fundamentals of Cost Accounting	Dr.K.S.L.N.Subramanyam	M.Com, Ph.D	25	Regular/70000	05-09-2020
	Indian Heritage & Culture	B. Adithya Subrahmanyam	M.Sc (Ph.D)	6	Regular/35000	06-09=2021
BCA Semester I (July 22 & Jan 23)						
	Mathematics for Computer Science	Mr.Rajeev Kudari	M.Tech	6	Regular/36000	01-03-2021
	Problem Solving through Programming	Mr.N.Rajesh Babu	M.Tech	23	Regular/47008	003-07-2020
	Computer Organization & Architecture	Mr.N.Rajesh Babu	M.Tech	23	Regular/47008	003-07-2020
	Essentials of Information Technology	Dr.A.Sivaramakrishnan	M.Tech	6	Regular/36000	01-03-2021
M.Sc (Mathematics) Semester I (July 22)						
	Abstract Algebra	Dr.Basua Debananda	B.tech,Ms,Ph.D	9	Regular/42000	25-11-2021
	Data Structures	Dr.Basua Debananda	B.tech,Ms,Ph.D	9	Regular/42000	25-11-2021
	Statistical Inference	Dr.Basua Debananda	B.tech,Ms,Ph.D	9	Regular/42000	25-11-2021
	Numerical Analvsis	Dr.Eswarlal Tamma	M.Sc, M.Phil, Ph.D.	25	Regular/71483	09-03-2021
	TechnicalSkills	Dr.Eswarlal Tamma	M.Sc, M.Phil, Ph.D.	25	Regular/71483	09-03-2021
	Seminar-2	Dr.Eswarlal Tamma	M.Sc, M.Phil, Ph.D.	25	Regular/71483	09-03-2021
MA (English) Semester I (July 22)						
	History of English	Dr.Arnab Chaterjee	MA, Ph.D.	13	Regular/75000	04-02-2021

1

	Language					
	Ancestral voices – Early English literature	Mr.Munish Kumar	M.A	6	Regular/30000	25-08-2021
	English Poetry-(Milton to Romantic Age)	Mr.Munish Kumar	M.A	6	Regular/30000	25-08-2021
	Drama (Shakespeare to Restoration Age)	Dr.Arnab Chaterjee	MA, Ph.D.	13	Regular/75000	04-02-2021
	Modern Fairy tale Literature/Creative Writing	Mr.Munish Kumar	M.A	6	Regular/30000	25-08-2021
**MBA Semester I (July 22 & Jan 23)**
	Quantitative Methods	Dr.T.Eswarlal	M.Sc, M.Phil, Ph.D.	25	Regular/71483	09-03-2021
	Principles of Management & Organizational Behaviour	Dr.M.S.Narayana	MBA,Ph.D	30	Regular/60000	01/06/18
	Business Economics	Sri.U.K.Shukla	B.Tech,MBA, (Ph.D.)	25	Regular/70000	04-02-2022
	Financial and Management Accounting	Sri.U.K.Shukla	B.Tech,MBA, (Ph.D.)	25	Regular/70000	04-02-2022
	Marketing Management	Dr.N.Bindu Madhavi	MBA, M.com, Ph.D, UGC(NET), AP (SET)	21 years	Regular/70000	20-03-2019
	Business Environment	Dr.N.Bindu Madhavi	MBA, M.com, Ph.D, UGC(NET), AP (SET)	21 years	Regular/70000	20-03-2019
	Business Legislation	Dr.M.S.Narayana	MBA,Ph.D	30	Regular/60000	01/06/18
	Business Communication Skills	Dr.Arnab Chaterjee	MA, Ph.D.	13	Regular/75000	04-02-2021
**MBA (Data Science) (July 22 and Jan 23)**

1

	Essentials of Management	Dr.N.Bindu Madhavi	MBA, M.com, Ph.D, UGC(NET), AP (SET)	21	Regular/70000	20-03-2019
	Probability & Statistics	Dr.Basua Debananda	B.tech,Ms,Ph.D	9	Regular/42000	25-11-2021
	Mathematics for Data Science	Dr.Eswarlal Tamma	M.Sc, M.Phil, Ph.D.	25	Regular/71483	09-03-2021
	Statistics for Data Science- I	Dr.Eswarlal Tamma	M.Sc, M.Phil, Ph.D.	25	Regular/71483	09-03-2021
	Business Research Methodology	Dr.N.Bindu Madhavi	MBA, M.com, Ph.D, UGC(NET), AP (SET)	21 years	Regular/70000	20-03-2019
	Introduction to Python Programming	Dr.A.Sivaramakri shnan	M.Tech	6	Regular/36000	01-03-2021
**BBA/BCA/B.Com – Semester II common course (Jan 23)**					
	English Proficiency	Dr.Arnab Chatterjee	MA, Ph.D.	13	Regular/75000	04-02-2021
**BBA Semester II (Jan 23)**					
	Introduction to Financial Accounting	Dr.N.Durga Chaithanya Prasad	M.com, MBA, Ph.D	8	Regular/57008	09-03-2021
	Business Statistics	Dr.T.Eswarlal	M.Sc, M.Phil, Ph.D.	25	Regular/71483	09-03-2021
	Organisation Behaviour	Dr.M.S.Narayana	MBA,Ph.D	30	Regular/60000	01/06/18
	Management Information System	Dr.N.Durga Chaithanya Prasad	M.com, MBA, Ph.D	8	Regular/57008	09-03-2021
	Foreign Language	Dr.T.Vijaya Lakshmi	M.A.,Ph.D	9	Regular/35000	25-09-2021
	Design Thinking and Innovation	Dr.M.Radha	MTech,Ph.D	10	Regular/58420	09-03-2021
**BCA Semester II (Jan 23)**					
	Operating System	Mr.Rajeev Kudari	M.Tech	6	Regular/36000	01-03-2021

	Data Structures	Mr.N.Rajesh Babu	M.Tech	23	Regular/47008	003-07-2020
	Object-Oriented Programming through Java	Mr.N.Rajesh Babu	M.Tech	23	Regular/47008	003-07-2020
	Mobile Application Development	Dr.M.Radha	MTech	10	Regular/58420	09-03-2021
	Web and Social Media Technologies	Dr.M.Radha	MTech	10	Regular/58420	09-03-2021
**B.Com Semester II (Jan 23)**
	Advanced Cost Accounting	Dr.Arumugam Raju	M.com, M.Phil Ph.D.	10	Regular/40000	09-03-2021
	Introduction to Income Tax	Dr.N.Durga prasad	M.com, MBA, Ph.D	8	Regular/57008	09-03-2021
	Business Mathematics & Statistics	Dr.T.Eswarlal	M.Sc, M.Phil, Ph.D.	25	Regular/71483	09-03-2021
	Corporate and Business law	Dr.Arumugam Raju	M.com, M.Phil Ph.D.	10	Regular/40000	09-03-2021
	Ecology & Environment	B. Adithya Subrahmanyam	M.Sc (Ph.D)	6	Regular/35000	06-09-2021
**MBA (Sem II) Jan 23**
	Design Thinking and Innovation	Dr.M.Radha	MTech,Ph.D	10	Regular/58420	09-03-2021
	Introduction to Business analysis & R Programming	Dr.Basua Debananda	B.tech,Ms,Ph.D	9	Regular/42000	25-11-2021
	Business Research Methodolgy	Dr.N.Bindu Madhavi	MBA, M.com, Ph.D, UGC(NET), AP (SET)	21 years	Regular/70000	20-03-2019
	Human Resource Management	Sri.U.K.Shukla	B.Tech,MBA, (Ph.D.)	25	Regular/70000	04-02-2022
	Finanacial Management	Dr.K.S.L.N.Subramanyam	M.Com, Ph.D	25	Regular/70000	05-09-2020

	Operations management	Dr.Arumugam Raju	M.com, M.Phil Ph.D.	10	Regular/40000	09-03-2021
	Information systems & ERP	Dr.M.Radha	MTech,Ph.D	10	Regular/58420	09-03-2021
	Professional Skills for Managers	Dr.M.S.Narayana	MBA,Ph.D	30	Regular/60000	01/06/18
**MBA Data Science(Sem II) Jan 23**						
	Foundation in Data Base Management Systems	Mr.N.Rajesh Babu	M.Tech	23	Regular/47008	003-07-2020
	Management Science	Dr.K.S.L.N.Subramanyam	M.Com, Ph.D	25	Regular/70000	05-09-2020
	Human Resource Management	Sri.U.K.Shukla	B.Tech,MBA, (Ph.D.)	25	Regular/70000	04-02-2022
	Excel for Data Science	Dr.Basua Debananda	B.tech,Ms,Ph.D	9	Regular/42000	25-11-2021
	Data Visualization using Tableau	Mr.Rajeev Kudari	M.Tech	6	Regular/36000	01-03-2021
	Marketing Management	Dr.N.Bindu Madhavi	MBA, M.com, Ph.D, UGC(NET), AP (SET)	21 years	Regular/70000	20-03-2019

c. **Course mentor**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme

| 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 |

Any other details

3.5 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:

Appointment orders Technical team .pdf

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

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

Video editing)		

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

[Appointment orders of Team for delivery programs 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:**
[Appointment orders of 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)

Part – IV: Examinations

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognized 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	

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
	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

S.	Provisions in Regulations	Whether	If No,

No.		being complied Yes/No If yes, please provide details and upload relevant documents	Reason thereof
1.	Requirements at Test Centers (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

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	learners enrolled through Online mode and their certification.		
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.	Relevant document uploaded	4.3.3.pdf
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	Relevant document uploaded	4.3.4.pdf

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	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.	**Upload sample question paper**	4.3.5 Model Question Paper.docx
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Relevant document uploaded	4.3.6.pdf
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	**Upload sample**	4.3.16 Certificate .pdf
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	**Upload Process**	4.3.8.pdf

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	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.	**Upload list**	4.3.9 Online Proctoring .pdf 4.3.9.pdf
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Relevant document uploaded	4.3.10.pdf
	(b) Availability of biometric system		
	(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		
	(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		

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	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	**Upload Sample and list**	4.3.11.pdf
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	**Upload details of Observer assigned**	4.3.12 .pdf
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	**Upload Observer Report**	4.3.12 .pdf
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	Relevant document uploaded	4.3.13.pdf
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	Relevant document uploaded	4.3.14.pdf

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	examinations for such learners		
15.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	**Upload samples**	4.3.15.pdf
	(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	**Upload samples**	4.3.16.pdf

4.4 Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programmen ame	No. of students	No. of students	No. of students	% of student	% of students

2

		admitted	appeared in exams	progressed to next year	% of students passed	passed in first class
July 23	BCA	20	18	18	100%	93%
	BBA	50	48	48	100%	91%
	B. Com	10	6	6	100%	90%
	MSc Maths	10	9	9	88%	91%
	MBA	80	75	75	100%	100%
	M.A. English	10	8	8	88%	85%
	MBA (Data Science)	40	37	37	100%	86%
	MBA (Digital Marketing)	20	17	17	100%	96%
	MBA (Entrepreneurship)	1O	9	9	100%	93%
	MBA (LSCM)	10	10	10	100%	93%

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 & 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 ODL 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

BCA - Essentials of Information Technology.pdf

INSERT TEXT BOX

Upload samples and authority approval

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) Program Compliance Report.pdf

> *INSERT TEXT BOX*

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

						wise – programmes wise)
NOT APPLICABLE						

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

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

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?		Website-Declaration.pdf
	Uploading of the following on HEI website **(Mention link)**		
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	https://kluonline.edu.in/assets/pdfs/NAAC-Certificate.pdf https://kluonline.edu.in/assets/pdfs/Category-1.pdf
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes	https://kluonline.edu.in/assets/pdfs/UGC-Approvals-for-Online-programmes.pdf https://kluonline.edu.in/assets/pdfs/AICTE-Approval-2023-24.pdf

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	https://kluonline.edu.in/handbooks
5.	Programme-wise information on syllabus, suggested readings, contact points for	Yes	https://kluonline.edu.in/program-structures-syllabus

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	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	https://kluonline.edu.in/academic-calendar
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	https://kluonline.edu.in/assets/pdfs/strategy-plan.pdf
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	https://forms.office.com/pages/responsepage.aspx?id=PsiMgEal50egP3Oh67ok83RaFAeDzN5Jhz8klfxHegRUNTBQUjNORkwxNVRIVTdMRjY5N0dKQkM0Ry4u
9.	Information regarding all the programmes recognised by the Commission	Yes	https://kluonline.edu.in/online-bachelor-computer-applications

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes	https://kluonline.edu.in/students-enrolled-list
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	https://kluonline.edu.in/slm
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	https://kluonline.edu.in/faq
13.	List of the 'Examination Centres'alongwiththe number of learners in each centre, for Online programmes	NA	
14.	Details of proctored examination in case of end semester examination or term endexamination of Online programmes		https://kluonline.edu.in/schedule-of-examinations
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	https://kluonline.edu.in/assets/pdfs/academic-calendars/Academic-Calendar-for-AY-2022-2023-July-2022-Batch.pdf https://kluonline.edu.in/assets/pdfs/academic-calendars/Academic-Calendar-for-AY-

			2022-2023-January-2023-Batch.pdf
16.	Reports of the third party academic audit to be undertaken every five years and internal	Yes	https://kluonline.edu.in/assets/pdfs/internal-quality-assurance-22-23.pdf

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof

Part – VIII: Admission and Fees

8.1 Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provision	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in online mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
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

	the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shallnot engage in commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners	
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 EducationalInstitution which shall be solely responsible for final approval relating to admissions or registration of learners	Yes
6.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records fora minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	Yes
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to

	such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
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

	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 **sr. no. '8'** above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned	Yes

	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

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

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:

Yes, the details of the international students are uploaded in the portal while sharing the student admissions for the AY 2022-23.

Part – IX: Grievance Redressal Mechanism

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

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

Step 1: Students can fill the form available in the website for addressing their grievances. Grievance Redressal Committee will discuss and assign the responsibility of resolving the issue to the concerned in-charge (Academics/ERP/LMS/Exams).
Student can also contact the coordinator or Mentor directly through mail. supportcdoe@kluniversity.in
Step 2: Students share their details to the mentor and mention the issue through 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.

9.2 **Details of Grievance received.**

Numbers of Grievance Received	Numbers of Grievance Resolved
30	30

9.3 **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 e-mail or web portal in connection with complaints. After registering their grievances, they are brought to the notice of Grievance Redressal Cell comprising of chairperson and the senior faculty members from each programme. Resolution for the grievances is discussed and it is transferred to the concerned with the suggestion of timeline for resolution. For Eg if the issue is related to LMS it will be transferred to the LMS Co-ordinator, exams related issues transferred to examinations Incharge etc. Committee ensures that the issues are resolved at the earliest.

9.4   Details of Complaints received from UGC (DEB)

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

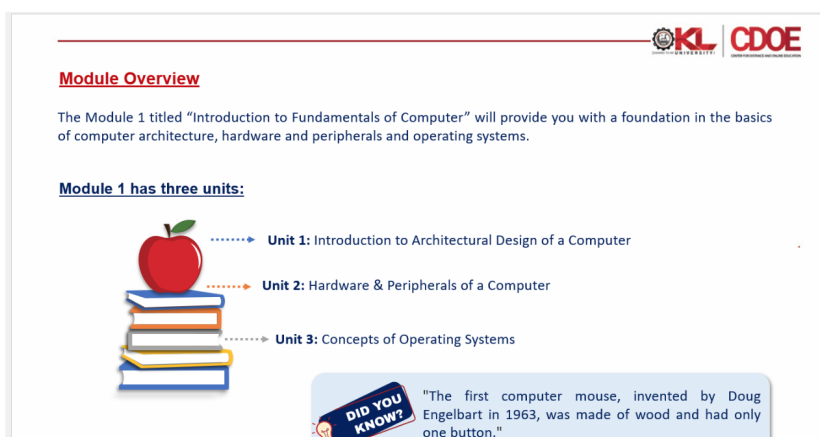# Part – X: Innovative and Best Practices

10.1   **Innovations introduced during academic Year**

2022-23

10.2   **Best Practices of the HEI**

1.   Interactive Quiz - https://360.articulate.com/review/content/39082dc0-42bb-44a0-80ca-fb9ac7b239a0/review

2.   Interactive Dialogue Simulation - https://360.articulate.com/review/content/eb365898-be59-44c6-b8c0-f493785ac9b8/review

3.   Interactive E-Book - https://rise.articulate.com/share/BPjJbLW5aEuvAN-U8GQjO59YC5Kz7SeD

4.   Interactive PPTs

1.   Previously the PPT for a particular unit was uploaded using the URL resource available in the LMS. Now these PPTs are converted into a proper lesson by linking the navigations and made interactive by including the quizzes when necessary.

2.   If in the quiz the student gives a wrong answer, he will be navigated to the page which the quiz has given and after the reading he must re attempt the quiz and can be navigated to further reading if his opted answer is correct.

10.3   **Details of Job Fairs conducted by the HEI**

Not applicable

10.4   Success Stories of students of Online mode of the HEI

Pothuru Venkata Naga Sai Vaishnavi Devi (MBA)

Pothuru Venkata Naga Sai Vaishnavi Devi,
Online MBA Jan.2021-2022 Batch,
KLEF – CDOE,
Koneru Lakshmaiah (Deemed to be) University,
Vijayawada.

"The MBA program is very dynamic and interactive online. I have completed my first semester. Offering these types of programs helps all IT employees to balance their professional lives and enhance their academic careers. The Program Coordinator and faculties in the program supported us comprehensively during the program. They clarified our doubts throughout the course. Faculties provide enough material and explain the topics with real-time examples".

Kanchan Tripathi   (BCA)
Roll no. Is 20923030014, batch Jan 2021.

"I am extremely pleased with the BCA online program at CDOE, K L University. The interactive and informative courses, dedicated faculty, and flexible schedule make it a fantastic opportunity for working professionals like me to earn a degree without compromising our careers."

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 was recently established and there are no outgoing students.

10.7   **Details of Alumni Cell and its activity**

Not Applicable

10.8   **Any other Information**

Not Applicable

Koneru Lakshmaiah Education Foundation
(Deemed to be University u/s. 3 of the UGC Act, 1956)
Campus : Green Fields, Vaddeswaram, Guntur District, Andhra Pradesh, India. PIN : 522 302
Phone No. : 08645 - 350200; www.kluniversity.in; www.klef.edu.in

NAAC ACCREDITED A++ Grade   Recognised CATEGORY 1 University
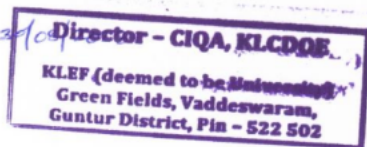
DECLARATION

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 OL 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: Prof.K.V.Narasimha Rao

Seal:

Date:

Director – CIQA, KLCDOE
KLEF (deemed to be University)
Green Fields, Vaddeswaram,
Guntur District, Pin – 522 502

Signature of the Registrar:

Name: Prof.K.Subba Rao

Seal:

Date:

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

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