

**HEI ID: HEI-U- 0460**

**Name of HEI: Karunya Institute of Technology and Sciences (KITS)**

**Type of HEI: Deemed to be University (DU)**

# **Annual Report**

**OF**

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

**PROGRAMMES UNDER  
ONLINE MODE**

**2024-2025**

**Contents**

Part – I: General Information .....	3
Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning .....	6
Part – III: Human Resources and Infrastructural Requirements .....	19
Part – IV: Examinations.....	24
Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM).....	32
Part – VI: Programme Delivery through Learning Platform .....	34
Part – VII: Self Regulation through disclosures, declarations and reports.....	35
Part – VIII: Admission and Fees.....	38
Part – IX: Grievance Redressal Mechanism .....	42
Part – X: Innovative and Best Practices.....	44
DECLARATION .....	46

## Part - I: General Information

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

<https://kcode.karunya.edu/ugc-aicte>

### 1.2 Details of Director, CIQA

- Name : Dr. C. Joseph Kennedy
- Qualification: Ph.D.
- Appointment Letter and Joining Report: Upload (PDF)  
<https://drive.google.com/file/d/1PGa8Z10-xc2v09WbhFTGgS9aNoA5xnCA/view?usp=sharingg>

### 1.3 Details of CIQA Committee:

#### a. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification		Specialization	Date of Nomination in CIOA Comittee
a.	Vice Chancellor of the University	Chairperson	Dr. G. Prince Arulraj	M.Tech. Ph.D.	Civil Engineering	09.04.2025
b.	Three Senior teachers of HEI	Member 1	Dr. R. Elijah Blessing	M.E. Ph.D.	Computer Science and	09.04.2025
		Member 2	Dr. S.J. Vijay	M.E. Ph.D.	Mechanical Engineering	09.04.2025
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online Mode	Member 3	Dr. J. Clement Sudhahar	MBA. Ph.D.	Management	09.04.2025
		Member 4	Dr. P. Ranjit Jeba Thangaiah	MCA. Ph.D.	Computer Applications	09.04.2025
		Member 5	Dr. G. Vikram	MBA. Ph.D.	Management	09.04.2025
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. K. Malar Mathi	MBA. Ph.D.	Professor, Management, BSMED, Bharathiar University,	09.04.2025
		Member 8	Dr. P. Vikkraman	MBA. Ph.D.	Associate Professor Management Studies	09.04.2025
e.	Officials from departments of HEI <ul style="list-style-type: none"> <li>• Administration</li> <li>• Finance</li> </ul>	Member 9	Dr. D. Nirmal	M.E. Ph.D.	Electronics and Communication Engineering	09.04.2025
		Member 10	CA. A. Joseph Amulraj Administratio	C.A.,	Finance Officer	09.04.2025

HEI ID: HEI-U-0460

Name of HEI: KITS

Type of HEI: DU

f	Director, CIQA	Member Secretary	Dr. C. Joseph Kennedy	M.Sc. Ph.D.	Chemistry	09.04.2025
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**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:**

**a. No. of meetings held every year: 2 (One in a semester)**

**b. Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	27.08.2024	2	<a href="https://kcode.karunya.edu/ciqa/meeting">https://kcode.karunya.edu/ciqa/meeting</a>	<a href="https://kcode.karunya.edu/ciqa/meeting">https://kcode.karunya.edu/ciqa/meeting</a>
Meeting 2	22.04.2025	2	<a href="https://kcode.karunya.edu/ciqa/meeting">https://kcode.karunya.edu/ciqa/meeting</a>	<a href="https://kcode.karunya.edu/ciqa/meeting">https://kcode.karunya.edu/ciqa/meeting</a>

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

From <Month, 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/Transgender)			
								M	F	T G	Total
NA											

**Note: Mention details separately for <Month, 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 <Month, 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/Transgender)			
								M	F	TG	Total
NA											

**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 <Month, 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
NA										

**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 <Month, 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
NA										

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

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

From <Month, 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.	MBA (July-August 2024)	2	102	Bachelor's Degree or Equivalent	70000 pa	F.No. 2-1/2024 (DEB-II) November 2024	7	12	-	19
2	MBA (February 2025)	1	102	Bachelor's Degree or Equivalent	70000 pa	F.No. 1-6/2025 (DEB-NER) 02.04.2025	6	6	-	12

**Note:** Mention details separately for <Month, 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	<p>To ensure quality content delivery to the learners through online, HEI has promulgated series of measures and all were incorporated in the Learning Management System of KITS. By understanding the learner's perspective and need through online mode, the learning management system will undergo up gradation on a consistent basis, which involves technical and content up gradation. CDOE team ensures the content remains updated as per the requirements of industry for up skilling which will lead to quality employment.</p> <p>Academic content posted in the LMS is scrutinised by the team of expert in the respective domain and based on their recommendation content will be upgraded in order to give the necessary input to the learner. The learners are familiarise themselves through the orientation in all the online resources of KITS. A demo video was shared to all learners on how to use LMS and for all examinations including the internal and end semester examinations.</p>	<a href="https://karunya.edu/ctc/technologyenablement/courses">https://karunya.edu/ctc/technologyenablement/courses</a> <a href="https://onlearn.karunya.edu/login/index.php">https://onlearn.karunya.edu/login/index.php</a> <a href="https://drive.google.com/file/d/1-Q4-EmofIgfTYjnWlFFCFzlA8kVtwCv/view?usp=sharing">https://drive.google.com/file/d/1-Q4-EmofIgfTYjnWlFFCFzlA8kVtwCv/view?usp=sharing</a>
2.	Self-evaluative and effective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	<p>Self-learning materials (SLM) are provided by the Centre for Distance and Online Education (CDOE), KITS, to the learners as per the norms stipulated in UGC ODL and Online Education Regulation 2020. New courses introduced will follow the norms in accordance with the regulations of HEI. CDOE regularly updating the learning materials based on the feedback received from the stakeholders through respective Board of Studies.</p> <p>Online live interactive sessions are conducted by the course faculty for each course, providing learners to engage in a continual learning process. In the video lectures questions will pop-up in between for assessing the learner's involvement. Doubt clearing sessions are arranged for all courses on a regular basis.</p>	<a href="https://onlearn.karunya.edu/login/index.php">https://onlearn.karunya.edu/login/index.php</a>

3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	HEI follows the four quadrant approach stipulated by UGC. Video resources, E-learning materials etc., are provided to the learners through KITS online platform. Course audit will be conducted regularly in order to ensure the quality of the resources. CIQA of CDOE ensures that the learners receiving easy and clear inputs.	<a href="https://onlearn.karunya.edu/login/index.php">https://onlearn.karunya.edu/login/index.php</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)	A clear mechanism is in place in order to ensure the quality of Online programs are comparable with the same program offered through conventional mode. All courses of the program are having a defined curriculum with clear structure of credits, learning objectives and outcome, clear unitization of syllabus with text and reference books. All the above parameters are in line with the UGC regulation based on Learning Outcome based Credit Framework (LOCF) and OBE of AICTE. Courses are formulated by the course faculty and reviewed in the Curriculum Development Cell (CDC) of the department, in which all faculty are members. CDC will receive input from students, parents, industries, employers and alumni. CDC will review the courses and recommend to Board of Studies (BoS) and Academic Council critically asses it and the minutes will be presented to Executive Council (EC) of HEI for approval.	<a href="https://onlearn.karunya.edu/login/index.php">https://onlearn.karunya.edu/login/index.php</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.	Feedback from the stakeholders is an important aspect in an academic environment to rectify the lacunas and to enhance the quality of resources. KITS has a strong feedback system and it can be received through both offline and online. KITS clearly understood that feedback system is much more important in the case of online learners as they are not physically present in the HEI's campus. Learners can send their feedback suggestions etc. at any point of time to the course teacher or to the program coordinator or to the course mentor. CIQA consolidate all the feedback and give directions to the department and CDOE for revision or updating the learning resources.	<a href="https://onlearn.karunya.edu/mod/feedback/view.php?id=220">https://onlearn.karunya.edu/mod/feedback/view.php?id=220</a>

6	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	CIQA under the Chairmanship of the Vice Chancellor meets once in a semester exclusively for online program and deliberate on various parameters which are critical for the online program. External experts in the committee will review the parameters critically and give their suggestions during the meeting which will be implemented immediately after the minutes is approved. Program coordinator plays a pivotal role in monitoring the deliverables to learners to maintain the standard of course content. Regular updates given by the UGC-DEB on all matters pertaining to online program will be discussed with higher authorities and implemented based on their direction	<a href="https://kcode.karunya.edu/ciqa/meeting">https://kcode.karunya.edu/ciqa/meeting</a>
7	Implementation of its recommendations through periodic reviews	After the approval of the CIQA meeting minute's periodic reviews will be conducted by the program coordinator on the implementation of the points approved in the minutes. If there are any concern in implementing certain points he will report the same to the Director-CDOE or to the Registrar.	<a href="https://kcode.karunya.edu/ciqa/meeting">https://kcode.karunya.edu/ciqa/meeting</a>
8	Workshops/seminars/symposium organized quality related themes, ensure participation of all stake holders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution	Workshops and seminars are organised for the new learners in order to familiarise themselves with the learning management system. These activities will help the learners to effectively use these online platforms for their academic activity. CDOE take definitive actions for organizing short term training program for learners and faculty so that the online program will go on smoothly without any hindrance. Course teacher also shares the information on the seminar organised in other institutions through offline and online, so that the learners can register themselves and benefited.	<a href="https://drive.google.com/file/d/1-Q4-EmofIgfTYjnWIFFCFzIA8kVtwCv/view?usp=sharing">https://drive.google.com/file/d/1-Q4-EmofIgfTYjnWIFFCFzIA8kVtwCv/view?usp=sharing</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	Present practices which need improvement have to be identified and initially the CDOE takes action on the possibility of improvising the practice. CDOE and program coordinator will interact with other departments of the HEI and also with other HEI and find out the best practices followed in these departments and HEIs can be implemented in CDOE, KITS after getting due approval. After implementing the best practices the team should carefully review the effectiveness in the learner's perspective and continuous feedback to be obtained from the stakeholder till it satisfies all.	

10	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	The core committee headed by the Director-CDOE carefully reviews the program based on the Program Project report (PPR) submitted as per UGC regulations for the particular program. CIQA will review the deliverables mentioned in the PPR is achieved or not. Based on the assessment, suggestions will be given to improve the quality of the program. CDOE to collect data from the start of the program.	<a href="https://kcode.karunya.edu/site/default/files/2023/PPR-MBA.pdf?v=180621">https://kcode.karunya.edu/site/default/files/2023/PPR-MBA.pdf?v=180621</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	The Program Project Report prepared by the department for launch of the program is first reviewed by CIQA and then will be placed in the respective academic bodies such as Board of Studies and Academic Council of the HEI. In the existing program the suggestion given by statutory bodies were incorporated and implemented.	<a href="https://kcode.karunya.edu/sites/default/files/2023/PPR-MBA.pdf?v=180621">https://kcode.karunya.edu/sites/default/files/2023/PPR-MBA.pdf?v=180621</a>
12	Mechanism to ensure the proper implementation of Programme Project Reports	Mechanism is in place to ensure the successful implementation of Program Project Reports. For each program a program coordinator has been appointed and he/she meticulously follows the implementation of Program Project Report as per the guidelines given by the UGC. The PPR is documented as a guideline for each and every program in accordance with the UGC standards. Periodic meeting will be held with the program coordinator to monitor the implementation.	<a href="https://kcode.karunya.edu/sites/default/files/2023/PPR-MBA.pdf?v=180621">https://kcode.karunya.edu/sites/default/files/2023/PPR-MBA.pdf?v=180621</a>
13	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Proceedings of meetings were recorded as minutes and kept both in soft and hard form for all to know and follow. Academic schedule are published in the form of academic calendar where in the dates for internal and end semester assessment, working and holidays are clearly mentioned for the learners to know. The academic calendar for the online program is approved by the Director CDOE after getting Registrar's review.	<a href="https://drive.google.com/file/d/1JzG0ZZx7c09bD-stPFCOY-G4QeQMVVUI/view?usp=sharing">https://drive.google.com/file/d/1JzG0ZZx7c09bD-stPFCOY-G4QeQMVVUI/view?usp=sharing</a>
14	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Course faculty and program coordinator will continuously update the information on the new trends in the program by way of subjecting themselves to solve case studies, trends in the respective industrial sector, governmental policies, involving in consultancy activities etc. KITS has a clear policy on summer internship for faculty, where in faculty member can identify an	<a href="https://kcode.karunya.edu/ciqa/meeting">https://kcode.karunya.edu/ciqa/meeting</a>

		industry in their respective domain and be there in the industry for 30 days and work on their projects. This will enhance the exposure of the faculty and in turn it helps the faculty to restructure the course and also to introduce new programs as per industry requirement	
15	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Online MBA program curriculum has a project component embedded in it and it will give an opportunity to the learners to do research on a particular topic and come up with innovative solution for an industrial problem.	<a href="https://kcode.karunya.edu/course/s/master-of-business-administration">https://kcode.karunya.edu/course/s/master-of-business-administration</a>
16	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	Guidelines will be provided by CIQA to CDOE, department and to the respective program coordinators in order to achieve the standards set by the Assessment and Accreditation bodies from India and abroad. Assessment and accreditation council based criterion wise grade points can be calculated based on the direction given by the CIQA and program coordinator will take remedial action.	<a href="https://www.karunya.edu/sites/default/files/img/pdf/iqac/Strategic%20Plan.pdf">https://www.karunya.edu/sites/default/files/img/pdf/iqac/Strategic%20Plan.pdf</a>
17	Measures adopted to ensure internalization and Institutionalization of quality enhancement practices through periodic accreditation and audit	Semester wise Internal and external audits will be conducted by the CIQA and the outcome of the audit will be shared among the stakeholders and authorities. This step ensures the quality consciousness among the faculty that ensures internalization and institutionalization of quality enhancement.	<a href="https://www.karunya.edu/sites/default/files/img/pdf/iqac/Strategic%20Plan.pdf">https://www.karunya.edu/sites/default/files/img/pdf/iqac/Strategic%20Plan.pdf</a>
18	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Registrar will circulate all the quality related initiative or guidelines given by the Commission to all stakeholders for information and necessary action. The Registrar's office will regularly follow up the action taken on those initiative and guidelines given by UGC. Also it asks for feedback from the stakeholders after implementation.	<a href="https://drive.google.com/file/d/1j5EwH78QwRsXQ-Nf_gZDFIONcWJ1KOev/view?usp=sharing">https://drive.google.com/file/d/1j5EwH78QwRsXQ-Nf_gZDFIONcWJ1KOev/view?usp=sharing</a>
19	Information obtained from other Higher Educational Institutions on various quality benchmarks or Parameters and best practices.	Quality benchmarks and best practices followed in other HEIs will be obtained from websites and CDOE and CIQA studies those parameters for incorporating.	
20	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance	All activities of the CDOE and programs are recorded and presented in the CIQA Annual Report.	<a href="https://kcode.karunya.edu/ciqa/report">https://kcode.karunya.edu/ciqa/report</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	The annual report which is an operational record for ensuring quality content delivery in online program, the data were carefully collated and presented to the higher authorities of KITS by CIQA and the same will be sent or uploaded in the KITS website and uploaded in the UGC-DEB portal as mandated by UGC	<a href="https://kcode.karunya.edu/ciqa/report">https://kcode.karunya.edu/ciqa/report</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.	The copy of the CIQA report is uploaded in the UGC-DEB website.	<a href="https://kcode.karunya.edu/ciqa/report">https://kcode.karunya.edu/ciqa/report</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	Meetings of the CIQA are conducted once in a semester under the chairmanship of the Vice Chancellor. This meeting will be attended by the committee members as per the composition given by the UGC where in two external experts are also there. This committee carefully review the quality of the programs and its delivery and provides suggestion for quality improvement.	<a href="https://kcode.karunya.edu/ciqa/meeting">https://kcode.karunya.edu/ciqa/meeting</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	Online programs adopted the instrumental design requirements as per the philosophy of the online learning decided by the statutory bodies of the HEI. Instructional designs were approved by the Academic Council chaired by the Vice Chancellor. After approval it is implemented in online programs and CIQA and the program coordinator monitor the implementation	<a href="https://www.karunya.edu/academics">https://www.karunya.edu/academics</a>
24.	Promoted automation of learner support services of the Higher Educational Institution	All processes starting from application, fees payment, admission, academic content delivery and assessment are fully online with a strong support service from the computer technology centre (CTC) of KITS. Learners are provided with contact details of CTC and program coordinator which they can use for any assistance.	<a href="https://kcode.karunya.edu/admission/procedure">https://kcode.karunya.edu/admission/procedure</a>
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	This activity is entrusted with CIQA and program coordinator. They are in constant touch with external experts to periodically conduct review on the delivery mechanism and also the quality of the content delivered. Expert opinion from the industry and other institutions are placed in the CIQA meeting which will be conducted twice in a year. All the recommendations of the CIQA will be implemented.	<a href="https://kcode.karunya.edu/ciqa/meeting">https://kcode.karunya.edu/ciqa/meeting</a>

26.	Coordinated with third party auditing bodies for quality audit of programme(s)	It is planned to have third party academic audit once in three years and internal audit every year. After completion of one batch internal course audit will be conducted by the team constituted by CIQA.	
27.	Overseen the preparation of Self- Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Self-Appraisal Report (SAR) will be submitted to the department concerned with assessment accreditation on time for the review purpose. As one batch of online yet to complete, the data required for assessment and accreditation is carefully collected as per the requirement stipulated by the assessment and accreditation agencies.	<a href="https://www.karunya.edu/iqa/c#:~:text=The%20IQAC%20of%20Karunya%20Institute,National%20Assessment%20and%20Accreditation%20Council">https://www.karunya.edu/iqa/c#:~:text=The%20IQAC%20of%20Karunya%20Institute,National%20Assessment%20and%20Accreditation%20Council</a> .
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	Activities are planned to enhance the quality of online mode of education and research through collaboration with industries and government agencies. Learners will be encouraged to do case study analysis, mini and major projects, industry immersion program etc. in order to apply the knowledge gained through online classes to enhance quality of learning and to create a research interest.	<a href="https://kcode.karunya.edu/">https://kcode.karunya.edu/</a>
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	HEI is in constant endeavor to bring in industry connect through the Centre for Industrial Collaboration. This information will be shared with the online learners so that they can also in touch with the industry which is in their location and interacting with them. HEI has tied up with many industries through a Memorandum of Understanding (MoU).	<a href="https://www.karunya.edu/placements">https://www.karunya.edu/placements</a>

## 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: <ol style="list-style-type: none"> <li>Organization Structure and Governance</li> <li>Management</li> </ol>	(a) KITS is committed to fill all sanctioned position of the Centre for Distance and Online Learning (CDOE) as per the requirements stipulated by the UGC for Online education. The centre is headed by a full time Director, who is senior Professor of KITS, and to support the centre all manpower requirement are fulfilled by the	<a href="https://kcode.karunya.edu/leadership">https://kcode.karunya.edu/leadership</a>

	<p>c. Strategic Planning</p> <p>d. Operational Plan, Goals and Policies</p>	<p>HEI in order to establish a credible governance system.</p> <p><b>(b)</b> KITS has a clear organizational structure in which Vice Chancellor is the head of the organization. Management constantly review the progress of the online programs through the CIQA and supports the Centre in all its endeavor. The Management is committed to fulfill its vision, mission and goals.</p> <p><b>(c)</b> In order to maintain and enhance the quality of online education, KITS takes series of steps starting from the strategic planning and its operations and implementing the same by aligning them with academic and administrative procedures.</p> <p><b>(d)</b> Goals, which are derived from the vision and mission of the HEI, are realistic and achievable. Rubrics are in place to measure the achievement of each goal with respect to online education. These goals are in alignment with the strategic plans which are implemented with full drive by the Management and all stakeholders of the system. In order to execute the plans KITS has clear Standard Operating Procedures, which clearly mention the process and the authority of approval etc. All policies and procedures are well communicated to all stakeholders through various medium.</p>	
2.	Articulation of Higher Educational Institution Objectives	Objective of KITS is to make the Centre for Distance and Online Education (CDOE) as an internationally renowned centre for online education. In order to achieve this KITS has clear vision, goals, strategy and drive. KITS focus is to enhance enrollment from the underprivileged society, weaker section etc. to help and build the nation with quality workforce. Centre also supports in all the endeavours of the University.	<a href="https://kcode.karunya.edu/">https://kcode.karunya.edu/</a>
3.	<p>Programme Development and Approval Processes</p> <p>a. Curriculum Planning, Design and Development</p> <p>b. Curriculum Implementation</p> <p>c. Academic Flexibility</p> <p>d. Learning Resource</p>	<p>(a) Quality academic content and teaching pedagogy are the two main focus of the HEI. In order to achieve this KITS's primary activity is to plan, design, and development of curriculum for all its academic programs including online programs. A clear articulated systems such as processes, methods and structures as standard operating procedures are there to carry out the above mentioned activities.</p>	<a href="https://www.karunya.edu/academics">https://www.karunya.edu/academics</a>

	e. Feedback System	<p>(b) KITS has devised a clear academic procedure which will be implemented through the Dean of Academic Affairs when it comes to the curriculum development. The same is applied for online program also. Courses to be covered in a time frame, such as semester, credits to be earned by the learners, assessment methodology, objective and outcomes of the course etc. are clearly spelt out in the academic hand book of the University. Flexibility is given to the learners to choose electives and also skilled based courses from other areas, which will make them industry ready.</p> <p>(c) In consultation with program coordinator learners are allowed to choose few courses from different fields of their choice. In order to achieve this learners are provided with all open courses floated by various departments are highlighted in the academic handbook. For online learners provision is given to do project based learning and massive open online courses such as SWAYAM, NPTEL etc. As online learners are away from the campus they will be informed about these opportunities by the program coordinator.</p> <p>(d) CDOE provides ELM is provided to all registered leaners through its online Learning Management System as per the guidelines given by the Commission. To make it more effective CDOE regularly follows with the learners about their experience in going through the ELMs and feedback from the learners are always taken into consideration. Considering the key factors involved in online education, CDOE utilizes the excellent media and computer technology center's facility of KITS to create the course content with quality in order to meet out the requirements of learners. The online system of CDOE is very much user friendly which can be accessed without any difficulty by the learners.</p> <p>(e) KITS has a mechanism to get feedback from its stakeholders. Students, parents, teachers, industries, and employees are the sources from feedback is obtained. These</p>	
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		feedbacks are segregated based on their nature and addressed by the authorities concerned. All academic feedbacks pertaining to academics of online program are attended by the Director, CDOE and the respective program coordinator. These Feedbacks are placed in the Curriculum Development Cell of the respective department and necessary incorporation is carried out after carefully reviewing the feedback. The same will be presented to the Board of Studies for its final recommendation to the Academic Council.	
4.	Programme Monitoring and Review	Program monitoring and reviewing system is in place to conduct periodical reviews and to maintain the quality of the academic program. Faculty concerned and program coordinator will review the scores obtained by the learners in the internal assessment and accordingly necessary midcourse correction measures will be taken. This will enhance the quality of content delivery, teaching methodology and understanding of the learners.	<a href="https://www.karunya.edu/academics">https://www.karunya.edu/academics</a>
5.	Infrastructure Resources	KITS is having excellent facility to meet out the requirement of Online education. The Karunya Media Centre with lecture capturing system, video recording room, editing facility etc. which are very much available for the faculty of online programs. Computer Technology center of KITS provides high speed internet facility with a bandwidth of 10 Gbps, AI proctored remote monitoring system etc. Central Library of KITS provides a good number of online resources for the online learners to access.	<a href="https://karunya.edu/index.php/ctc">https://karunya.edu/index.php/ctc</a>
6.	Learning Environment and Learner Support	Learning platform developed in-house. Karunya Courses is designed to provide students and instructors and administrators, a robust, secure, and integrated solution for creating individualized teaching-learning environment. It connects teachers and students on a single platform, and provides user-friendly tools for effective learning. This portal facilitates uploading of lecture plan, course materials, conducting quizzes and creating assignments with auto grading. The LMS can be used by course teachers, to generate reports and monitor student progress. With the growth of e-learning and the presence of digital platforms, the field of education has transformed tremendously. In response to the	<a href="https://karunya.edu/ctc/technologyenablement/courses">https://karunya.edu/ctc/technologyenablement/courses</a>

		<p>demand, Karunya has built a scalable, web-based, academic management and administration platform for digital learning. It was developed to meet education's increasing complexity and for digital compliance. This online platform has enabled course teachers to conduct online/remote classes for our 8000+ students. It also facilitates remote learning and collaborative applications. It also functions as an intranet with academic resources and incorporates academic analytics.</p>	
7.	Assessment and Evaluation	<p>Online Examinations, being the new normal, is made possible by Karunya Examination Portal. KEP has plenty of features which support uploading of questions in the question bank, scheduling and conduction of online examinations. The portal has Artificial Intelligence (AI) based and live proctoring of examinations. Quality analytics, review and audit of questions by experts are added functionalities. The continuous assessment model of formative nature is distributed throughout the curriculum in the following categories.</p> <ul style="list-style-type: none"> <li>• Multiple choice questions embedded in every topic of the syllabus.</li> <li>• Case study based problem models for the management learners to solve</li> <li>• Comprehensive feedback on the lecture and also on questions</li> <li>• Attendance tracking system of the online classes</li> </ul> <p>Group discussion, chat room etc. These assessments finally provides cumulative assessment score for the learner. A full-fledged online mode of End Semester Exam tool, which is AI proctored, is available.</p>	<a href="https://www.karunya.edu/ctc/technologyenabment/kep">https://www.karunya.edu/ctc/technologyenabment/kep</a>
8.	Teaching Quality and Staff Development	<p>Faculty members were given training to effectively use the Interactive Communication Tools (ICT) to deliver quality lecture. ICT enabled teaching methodology is effectively implemented in the online education of KITS. Newer technologies in teaching will be given to the faculty by way of training organised by CDOE in collaboration with Computer Technology Centre. This will enhance the knowledge of the faculty member in understanding and implementing the technology in his day to day teaching. Apart from this the faculty members are encourage to attend seminar, conference organised by other</p>	<a href="https://drive.google.com/file/d/1-Q4-EmofIgfTYjInWIFFCFzlA8kVtwCv/view?usp=sharing">https://drive.google.com/file/d/1-Q4-EmofIgfTYjInWIFFCFzlA8kVtwCv/view?usp=sharing</a>

		institutions to gain more knowledge. Support staff will also undergo regular skill enhancement training in order to effectively support the faculty in implementing these ICTs.	
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**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.N o	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
1.	Academic Planning	Well-established and supportive academic planning mechanism in place in KITS, which will ensure that the learners will get the input in national and international perspective. It also aligns with the national mission, industry standards and Institution's strategic direction and provides a high quality value addition to the online learners. CDOE is equipped with Commission prescribed manpower, both faculty and supporting staff, to cater to the needs of the learner and also updating the curriculum and syllabi on a regular basis to meet the industry and market requirement.	<a href="https://www.karunya.edu/academics">https://www.karunya.edu/academics</a>
2.	Validation	To maintain quality and to verify whether the academic program goes as per the expected strategic plan and outcome a clear validation procedure is in place. It will ensure that academic program ensures that the intended outcome is achieved with the conducive environment to the learners to up skill their knowledge. Programs offered by CDOE will be subjected to validation after completion of semester and finally after completion of the program.	<a href="https://www.karunya.edu/sites/default/files/img/pdf/iqac/Strategic%20Plan.pdf">https://www.karunya.edu/sites/default/files/img/pdf/iqac/Strategic%20Plan.pdf</a>

3.	<p>Monitoring Evaluation and Enhancement Plans</p> <ul style="list-style-type: none"> <li>a. Reports from Examination Centres</li> <li>b. External Auditor or other External Agencies report</li> <li>c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</li> <li>d. Reporting and Analytics by the Higher Education al Institution</li> <li>e. Periodic Review</li> </ul>	<p>(a) Through regular reports received from the Controller of Examination on the examination aspect such as attendance, timing and results through an online examination portal of the CoE, effectiveness of the online program is monitored. Corrective measures, will be carried out based on the reports.</p> <p>(b) All courses will be subjected to an internal and external audit as per the academic regulation of the University. Audit reports are shared with the faculty concerned and corrective measures will be taken.</p> <p>(c) CDOE ensures that all data pertaining to the learners such as pass percentage, grading pattern, progression etc. will be shared with the concerned learners and the course teacher in order to further enhance the quality.</p> <p>(d) Web based ERP system of KITS provides the necessary reports and analytics using the data to determine the updation or modification required for better knowledge transfer to the learners.</p> <p>(e) KITS has a well-established review mechanism in place to obtain the stakeholders feedbacks, report on 360 degree evaluation of the course teacher and content delivery. Self-evaluation is also done to continuously improve the quality and performance.</p>	<p><a href="https://karunya.edu/coe">https://karunya.edu/coe</a></p>
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### Part – III: Human Resources and Infrastructural Requirements

#### 3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, atleast Associate Professor

Or

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

Dr. C. Joseph Kennedy, M.Sc. M.Phil. Ph.D., Full time regular employee of the University.

<https://drive.google.com/file/d/1wqUijDwj1W4FuwFxyE-W7Xk6VsUa3z93/view?usp=sharing>

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

Or

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

Dr. P. Ranjit Jeba Thangaiah, MCA. M.Phil., Ph.D. Full time regular employee of the University

[https://drive.google.com/file/d/19RVlx47tqzNqGDPAjy5KqRZmg2\\_LlmSr/view?usp=sharing](https://drive.google.com/file/d/19RVlx47tqzNqGDPAjy5KqRZmg2_LlmSr/view?usp=sharing)

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

Or

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

Dr. B. Vidhya, M.Sc., Ph.D. Full time regular employee of the University

[https://drive.google.com/file/d/19RVlx47tqzNqGDPAjy5KqRZmg2\\_LlmSr/view?usp=sharing](https://drive.google.com/file/d/19RVlx47tqzNqGDPAjy5KqRZmg2_LlmSr/view?usp=sharing)

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

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

The Centre for Distance and Online Education (CDOE) of KITS is fully complied with the requirements in terms of the staffing norms as mentioned in the Annexure-IV of the regulation.

**i. Programme name: Master of Business Administration (MBA)**

**a. Programme Coordinator**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/Month	Date of joining programme
1	Dr. G. Vikram Associate Professor	MBA., Ph.D.	13 years 9 months	Regular ₹1,11,267	05.01.2024

**b. Course Coordinator**

S. No.	Coursename	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/month	Date of joining programme
1	Accounting for Managers	Dr. Samkutty Samueal, Professor of Practice	M.Com. MBA. Ph.D.	40 years 6 months	Regular ₹75,000	05.01.2024
2	Marketing for Business	Dr. Sheetal Assistant Professor (Grade I)	MTA, MBA, Ph.D.	18 years	Regular ₹68,662	05.01.2024
3	Organizational Behaviour and Management	Dr. Anniepriyadarshini, Assistant Professor (Grade I)	MBA., Ph.D.	8 years 02 months	Regular ₹60,323	05.01.2024
4	Business Communication	Dr. B. Anita Virgin, Assistant Professor (AGP 8000)	M.A., M.Phil., Ph.D.	14 years 10 months	Regular ₹56,409	05.01.2024
5	Managerial Economics	Dr. J. Jerlin Rajan, Assistant Professor (Grade I)	MBA. M.Phil., Ph.D.	16 years 2 months	Regular ₹63,763	05.01.2024

6	Business Research Methods	Dr. N.L. Praising Linijah, Assistant Professor (Grade I)	MBA., Ph.D.	18 years 2 months	Regular ₹69,662	05.01.2024
7	Quantitative Techniques for Management	Dr. Selvarathi Assistant Professor (Grade II)	MSc, MBA, MPhil, Ph.D.	20 years	Regular ₹94,606	05.01.2024
8	Management Information System	Dr. A. Leo Assistant Professor (Grade I)	M.Com, MPhil, PhD	15 years 2 months	Regular ₹40,914	05.01.2024
9	Financial Management	Dr. Bootukuri Giri Babu, Assistant Professor (Grade I)	MBA., Ph.D.	11 years 9 months	Regular ₹72,812	05.01.2024
10	Human Resource Management	Dr. SajiAbraham, Professor of Practice	MBA., Ph.D.	40 years 10 months	Regular ₹102,323	05.01.2025
11	Operations Management	Dr. G. Vikram, Associate Professor	MBA., Ph.D.	15 years	Regular ₹1,11,267	05.01.2024

**c. Course mentor**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining Programme
1	Dr. B. Anita Virgin Assistant Professor (AGP 8000)	M.A., M.Phil., Ph.D.	14 years 10 months	Regular ₹56,409	05.01.2024

### 3.5 Details of Administrative staff

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

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

<https://drive.google.com/file/d/101oJHkNHHnBks-5ApUo2-qqtImHMipuD/view?usp=sharing>

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

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

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

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

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:**

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

<https://drive.google.com/file/d/1HeMFJOHGISBgGOgcF3bwnhMPool5ECaK/view?usp=sharing>

## Part – IV: Examinations

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	Yes	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes	
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	Yes	
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	
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	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

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

<b>S.No</b>	<b>Provisions in Regulations</b>	<b>Whether being complied Yes/No If yes, please provide details andupload relevant documents</b>	<b>Whether being complied Yes/No If yes, please provide details andupload relevant documents</b>
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	NA	
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Yes	
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	NA	
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 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.	Yes <a href="https://www.karunya.edu/ctc/technologyenablement/kep">https://www.karunya.edu/ctc/technologyenablement/kep</a>	
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of learners enrolled through Online mode and their certification.	Yes <a href="https://karunya.edu/ctc/technologyenablement/courses">https://karunya.edu/ctc/technologyenablement/courses</a>	

S.No.	Provisions in Regulations	Whether complied Yes/No    If Yes, Upload relevant document	If No, Reason thereof
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> <ul style="list-style-type: none"> <li>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;</li> <li>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.</li> </ul>	<p>Assessments are developed pedagogically with a strategic approach to meet the learning outcomes and are delivered online through the LMS. The Continuous Assessment Model of the program is distributed throughout the syllabus in these categories:</p> <ol style="list-style-type: none"> <li>1. Objective-type questions embedded in every learning Module</li> <li>2. Assignments and Case Studies based discussions at the end of each module.</li> <li>3. Self and anonymous feedback</li> <li>4. Live Interactive Session with the attendance records.</li> <li>5. Graded Discussion Forums</li> </ol> <p>These assessments finally contribute towards the internal marks while evaluating and measuring the learning progress, and achievement of learning outcomes of the learners</p>	
4.	<p>The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities</p>	Yes	

5.	<p>The weightage for different components of assessments for Online mode shall be as under:</p> <p>(i) Continuous or formative assessment (in semester): Maximum 30 per cent.</p> <p>(ii) Summative assessment (end semester examination or term end examination): Minimum 70 per cent.</p>	<a href="https://drive.google.com/file/d/1sWrTSU1mAASymVvIKlqkTB2Xx8j8SVy/view?usp=sharing">https://drive.google.com/file/d/1sWrTSU1mAASymVvIKlqkTB2Xx8j8SVy/view?usp=sharing</a>	<a href="https://kcode.karunya.edu/courses/master-of-business-administration">https://kcode.karunya.edu/courses/master-of-business-administration</a>
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	<a href="https://drive.google.com/file/d/1EZq4aQ5y4yUC2k0rZiH7v8kNhBLA4NG9/view?usp=sharing">https://drive.google.com/file/d/1EZq4aQ5y4yUC2k0rZiH7v8kNhBLA4NG9/view?usp=sharing</a>	
8.	<p>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</p> <p>so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.</p>	<p>Yes</p> <p><a href="https://karunya.edu/ctc/technologyenablement/kep">https://karunya.edu/ctc/technologyenablement/kep</a></p>	

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.	Controller of Examination (CoE) will conduct examinations under strict regulations. The team consists of CoE, Dy.CoE and Technical Officers, Proctors.	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes	
	(b) Availability of biometric system	Yes. All learners are allowed to write exams after verifying their Government identity proof.	
	(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	Attendance of the examination is authenticated by due verification of their Government ID proof and Passport as applicable.	
	(d) In case of non-availability of the Closed- Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution	Yes	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Yes	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	NA	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	NA	

13.	<p>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</p>	<p>All examinations are conducted using technology enabled online test with the security arrangements ensuring transparency and credibility of the examinations. Controller of Examinations office has sufficient infrastructure to conduct such online examinations.</p>	
14.	<p>As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognized to enroll international learners shall endeavor to conduct Proctored examinations for such learners.</p>	YES	
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 recognised identifier or Passport number, as applicable,</li> <li>iii. Other relevant details of the learner along with the Programme name.</li> </ul>	<p>NA First batch of learners yet to complete the duration of the program. However the norms of the Commission will be strictly adhered.</p>	
	<p>(b) Each award shall also be uploaded on the National Academic Depository</p>	Yes	

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	Yes It is followed.	<a href="https://drive.google.com/file/d/1EZq4aQ5y4yUC2k0rZiH7v8kNhBLA4NG9/view?usp=sharing">https://drive.google.com/file/d/1EZq4aQ5y4yUC2k0rZiH7v8kNhBLA4NG9/view?usp=sharing</a>
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#### 4.4 Result and Student Progression

##### For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of Students progressed to next year	% of students passed	% of students passed in firstclass
<b>NA (First batch yet to complete their summative assessment.)</b>						

## 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.*

Program offered by CDOE-KITS has a Program Project Report (PPR) with the details of program, objectives and outcomes, target learners, Program content designing and developing, program admission and evaluation norms. The PPRs of Programs offered by CDOE are approved by the statutory bodies of KITS.

<https://kcode.karunya.edu/sites/default/files/2023/PPR-MBA.pdf?v=180621>

### 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.*

KITS online education strictly follows the quality standards for audio-video materials as prescribed by the Commission's regulations.

Audio-video materials which are supplement to the online learning material and is based on the curriculum structure. It is easy to understand and the presentation is clear to the learners.

The aim, objective and target audience for the audio-video material are clearly mentioned in audio-video content guidelines.

Learning outcomes are conformed in the audio-video content. It will be easily accessible by the learners and compatible with the learning platform.

<https://kcode.karunya.edu/sites/default/files/2023/ELM%20MBA.pdf>

**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.*

KITS online program provides e-learning material (ELM) which are developed as per the Four Quadrant Approach stipulated by UGC online regulation 2020. It is delivered to the learners through KITS Learning Management System platform.

ELMs cover e-tutorial, e-content, discussion forum and self-assessment as per the Four Quadrant Approach.

<https://karunya.edu/ctc/technologyenablement/courses>

## 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*

NA

- 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://karunya.edu/ctc/technologyenablement/courses>  
<https://onlearn.karunya.edu/>

### 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)*

The live class sessions are made available in the LMS. The activities of the students are tracked in the LMS. The activity completion report in percentage is made available in the LMS.

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

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Nam 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)

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?	YES	
<a href="https://kcode.karunya.edu/ciqa/declaration">https://kcode.karunya.edu/ciqa/declaration</a>			
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://kcode.karunya.edu/ugc-aicte">https://kcode.karunya.edu/ugc-aicte</a>	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes <a href="https://kcode.karunya.edu/ugc-aicte">https://kcode.karunya.edu/ugc-aicte</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://kcode.karunya.edu/admission/procedure">https://kcode.karunya.edu/admission/procedure</a>	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule	Yes <a href="https://kcode.karunya.edu/courses/master-of-business-administration">https://kcode.karunya.edu/courses/master-of-business-administration</a>	
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://kcode.karunya.edu/">https://kcode.karunya.edu/</a>	

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
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://kcode.karunya.edu/">https://kcode.karunya.edu/</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://kcode.karunya.edu/">https://kcode.karunya.edu/</a>	
9.	Information regarding all the programmes recognised by the Commission	Yes <a href="https://kcode.karunya.edu/">https://kcode.karunya.edu/</a>	
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	NA <a href="https://drive.google.com/file/d/1S7BGBDfvycDfcmUGZmObWVStSrN_Wyds/view?usp=drive_link">https://drive.google.com/file/d/1S7BGBDfvycDfcmUGZmObWVStSrN_Wyds/view?usp=drive_link</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://kcode.karunya.edu/sites/default/files/2023/ELM%20MBA.pdf">https://kcode.karunya.edu/sites/default/files/2023/ELM%20MBA.pdf</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	
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://karunya.edu/ctc/technologyenablement/kep">https://karunya.edu/ctc/technologyenablement/kep</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://drive.google.com/file/d/1JzG0ZZx7c09bD-stPFCOY-G4QeQMVVUI/view?usp=sharing">https://drive.google.com/file/d/1JzG0ZZx7c09bD-stPFCOY-G4QeQMVVUI/view?usp=sharing</a>	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Third party academic audit will be undertaken	

## 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 the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	Yes
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 such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	Yes
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in online mode, and the other terms and conditions of such payment	Yes
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
8. (c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	Yes
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes

8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	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 in the Commission Order	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
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 Educational Institution	Yes
14.	No Higher Educational Institution shall, issue or publish- <ul style="list-style-type: none"> <li>(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;</li> <li>(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</li> </ul>	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: Not Applicable**

**If No, reason thereof:**

No International Students admitted

## 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.*

Grievance Redressal Provisions are made to provide opportunities for redressal of certain grievances of enrolled students or prospective applicants.

Various Modes through which students may raise their query/ grievances to student support as follows:

1. Email: [tellus@karunya.edu](mailto:tellus@karunya.edu) students can send an email with their Queries
2. Phone: Call on the dedicated support numbers to reach directly to the student support team

### Grievance Redressal Process at a Glance



### 9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
NIL	NIL

### 9.3 Complaint Handling Mechanism

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

KITS is having a Grievance Redressal Committee headed by the Pro-Vice Chancellor and there is an exclusive Ombudsman for this purpose.

### 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	NIL

## Part – X: Innovative and Best Practices

### 10.1 Innovations introduced during academic year

Prepared academic calendar of activities to make learners to attend live classes, counseling sessions, end semester examinations, continuous assessments and practical examinations. The learner's satisfaction is collected in the LMS. Orientation programs on regulations of OL reduced the grievances of learners. The LMS enables the learners to attend the assignments on time.

### 10.2 Best Practices of the HEI

- Clear Learning Objectives: Establish specific, measurable, and achievable outcomes for each course and module.
- Modular and Diverse Content: Create flexible, up-to-date content using various formats (videos, readings, quizzes) to engage different learning styles.
- Promote Active Learning and Interaction: Include activities like case studies and Group Discussions while encouraging regular interaction between students and instructors.
- Ensure User-Friendly Technology: Use an intuitive Learning Management System (LMS) and ensure all content is accessible and reliable.
- Implement Frequent Assessments: Provide regular, varied assessments and timely, constructive feedback to guide student learning.
- Offer Comprehensive Student Support and act on feedback as needed
- Go Beyond curriculum to support learning of latest developments through reading materials and exercises.
- Practice Continuous Improvement: Regularly review and update course content based on feedback and performance data.
- Adhere to Compliance and Accreditation Standards: Ensure the program meets standards, regulatory requirements, and data security protocols.

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

This is the first batch. No fair is conducted

### 10.4 Success Stories of students of Online mode of the HEI

This is the first batch and NA.

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

Based on the need of the students in the upcoming batches, the conversion process will be considered

**10.6 Number of students placed through Campus Placements**

No batch is passed out yet.

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

The Alumni cell of the University conducts regular meetings at major cities in India.

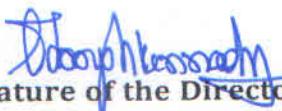
Objectives:

- To bring the graduated learners of all the schools of study under one umbrella.
- To provide placement opportunities, exchange of expertise.
- To collect funds by subscriptions, contributions, donations and gifts from members.
- To conduct alumni day every year.

**10.8 Any other Information**

**DECLARATION**

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



Signature of the Director:

Name: Dr. C. Joseph Kennedy

Seal:

**DIRECTOR**  
Centre for Distance and Online Education  
Karunya Institute of Technology and Sciences  
Deemed to be University under sec.3 of the UGC Act, 1956  
Karunya Nagar, Coimbatore - 641 114

Date: 30.08.2025



Signature of the Registrar:

Name: Dr. S.J. Vijay

Dr. S.J. VIJAY

Seal:

Registrar

Karunya Institute of Technology and Sciences  
(Deemed to be University)  
Karunya Nagar  
Coimbatore - 641 114

Date: 30 AUG 2025

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.