

**HEI ID: HEI-U-0006**

**Name of HEI: Andhra University, Visakhapatnam, Andhra Pradesh**

**Type of HEI: Category -1**

# **Annual Report**

**OF**

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

**PROGRAMMES UNDER**

**OPEN AND DISTANCE LEARNING MODE**

**<2023-2024>**

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**Part – I: General Information****1.1 Date of notification of the Centre(attach a copy of the notification):**

<https://andhrauniversity.edu.in/img/pdf/sde/Date%20of%20notification%20of%20Centre-%20ODL.jpeg>

**1.2 Details of Director, CIQA**

- Name : Prof. D.Lalitha Bhaskari
- Qualification: Ph.D
- Appointment Letter and Joining Report: Upload (PDF)

[https://andhrauniversity.edu.in/img/pdf/sde/procee\\_sde23082024.pdf](https://andhrauniversity.edu.in/img/pdf/sde/procee_sde23082024.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	Prof. PVGD PrasadReddy	Department of CS & SE, AUCE (A)	05-07-2023
b.	Three Senior teachers of HEI	Member 1	Prof. K. Rama Sudha	Electrical Engg	05-07-2023
		Member 2	Prof. G.Girija Shankar	Pharmacy	05-07-2023
		Member 3	Prof. GMJ Raju	Chemical Engg.	05-07-2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr.G.Veeraju	Political Science	05-07-2023
		Member 5	Prof. P.Janakiram	Department of MLR	05-07-2023
		Member 6	Prof. P.Suneetha	Meteorology & Oceanography	05-07-2023
d.	Two	Member 7	Dr. S.Jeelani	Director, CDVL, Central	05-07-2023

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	Extern al Experts of ODL and/or Online Education	Member 8	Prof. M.Aruna	University, HYD Director, DDE, Sri Padmavathi Mahila Viswavidyalay am	05-07-2023
e.	Officials from departments of HEI	Member 9 Administration	Prof. CNV Satyanarayana Reddy	Civil Engineering	05-07-2023

<b>S. No.</b>	<b>Designation</b>	<b>Nomination as</b>	<b>Name and Qualification</b>	<b>Specializa tion</b>	<b>Date of Nominationin CIQA Committee</b>
	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Finance</li> </ul>	Member 10 Finance	Sri PVSNV Samba Murthy	Deputy Registrar (Accounts) AU	05-07-2023
f.	Director, CIQA	Member Secretary	Prof. D.Lalitha Bhaskari	Department of CS & SE, AUCE (A)	05-07-2023

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

If No, reason there of -YES

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**1.4 Number of meetings held and its approval:****a. No. of meetings held every year: TWO****b. Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	12-8-2023	2	Displayed in the Website	<a href="https://andhrauniversity.edu.in/admissions/school-of-distance-education/sdeodl.html">https://andhrauniversity.edu.in/admissions/school-of-distance-education/sdeodl.html</a>
Meeting 2	16-02-2024	2	Displayed in the Website	<a href="https://andhrauniversity.edu.in/admissions/school-of-distance-education/sdeodl.html">https://andhrauniversity.edu.in/admissions/school-of-distance-education/sdeodl.html</a>

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

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

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)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)				
									M	F	TG	Total	

**\*Not for Private University****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:**



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From &lt;January, 2024&gt;academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	B.A	3 Year (6 semesters)	124	Intermediate/PUC/Intermediate of A.P.. Open School or Equivalent	9600	F.No.13-14/2023 (DEB-II), 08-02-2024	17	1345	1397	0	2742
2	B.Com	3 Years (6 semesters)	128	Intermediate/PUC/Intermediate of A.P.. Open School or Equivalent	11400	F.No.13-14/2023 (DEB-II), 08-02-2024	17	1926	1078	0	3004
3	B.Sc	3 Years (6 semesters)	140	Intermediate/PUC/Intermediate of A.P.. Open School or Equivalent	19200	F.No.13-14/2023 (DEB-II), 08-02-2024	17	3779	2183	0	5962

**\*Not for Private University****Note: Mention details separately for <July, 2023>academic session, as applicable,as above.****1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:**

From &lt; January 2024&gt;academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	M.A. English	2 Years (4 semester)	80	Any Bachelor Degree	10400	F.No.13-14/2023 (DEB-II), 08-02-2024	17	193	424	-	617
2	M.A. Economics	2 Years (4 semester)	84	B.A with Economics as one of the subjects	10400	F.No.13-14/2023 (DEB-II), 08-02-2024	17	52	59	-	111
3	M.A. Political Science	2 Years (4 semester)	86	Any Degree	10400	F.No.13-14/2023 (DEB-	17	106	79	-	185

						II), 08-02-2024					
4	M.A. Public Administration	2 Years (4 semester)	84	Any Degree	10400	F.No.13-14/2023 (DEB-II), 08-02-2024	17	44	38	-	82
5	M.A. Sociology	2 Years (4 semester)	80	Any Degree	10400	F.No.13-14/2023 (DEB-II), 08-02-2024	17	66	177	-	243
6	M.A. (HRM)	2 Years (4 semester)	80	Any Degree	11000	F.No.13-14/2023 (DEB-II), 08-02-2024	17	17	13	-	30
7	M.A. (JMC)	2 Years (4 semester)	80	Any Degree	16000	F.No.13-14/2023 (DEB-II), 08-02-2024	17	35	9	-	44
8	M.A/M.Sc Mathematics	2 Years (4 semester)	80	B.A/B.Sc with Mathematics as one of the subjects of study	10400	F.No.13-14/2023 (DEB-II), 08-02-2024	17	329	541	-	870
9	M.Com	2 Years (4 semester)	80	Any Graduate other than B.F.A & B.A (OL)	10400	F.No.13-14/2023 (DEB-II), 08-02-2024	17	154	117	-	271
10	M.Sc. Psychology	2 years (4 semester)	80	Any Bachelors Degree	34000	F.No.13-14/2023 (DEB-II), 08-02-2024	17	85	85	-	170
11	(MBA) HRM, Finance, Marketing 4 semesters	2 Years	80	Passed any Bachelor Degree of Minimum 3 years duration. Obtained at least 50% marks (45% in case of Candidates belonging to reserved category) in the qualifying Examination	46000	F.No.13-14/2023 (DEB-II), 08-02-2024	17	720	407	-	1127
12	MCA 4 semester	2 Years	80	a) Passed BCA/ Bachelor Degree in Comp. Science Engg. Or equivalent or passed B.Sc/ B.Com / BA with mathematics at 10+2 level or at Graduation level (with additional bridge courses as per the norms of the Univeristy) Obtained at	60000	F.No.13-14/2023 (DEB-II), 08-02-2024	17	149	104	-	253



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				least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Exam. b). Passed BA/ B.com and PGDCPA offered by Andhra University.							
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**\*Not for Private University**

**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 there of (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	1. Curriculum is designed same as that in Regular mode 2. Four Quadrant approach is Adopted using student friendly LMS	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Focus on administrative procedures which are in sync with the learning perspective of the learners.	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	The key areas in which quality is to be maintained are: Transparency in admission, quality in preparing SLM.	
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	Regular mode content and exam pattern is adopted as per the UGC guidelines.	
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: Our systems are able to handle feedback from learners which help us to provide timely Solutions and resolution in the teaching and learning process. All the stakeholders are involved in this process. Through phone calls and emails feedback is collected for the betterment of services	

6.	Measures suggested to the authorities of Higher Educational Institution for qualitative Improvement	Updation of quality e-content & Print copies quality content delivery through video lectures, making available recorded videos for better preparation	
7.	Implementation of its recommendations through periodic reviews	Periodic review meetings are planned for implementation of the recommendations	
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	-YES-	Workshop conducted for all the Principals and correspondents of the Colleges on 23-03-2024
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	Developed friendly LMS Accessible to all learners	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Continuously collecting feedback from Learners	
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	YES	
12.	Mechanism to ensure the proper implementation of Programme Project Reports	E-content delivery of content is made available immediately after the confirmation of admission	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Planned periodic reviews on reports	

14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	As Placement opportunities are more for regular students, same course structure is implemented in OL mode also	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	User friendly LMS was created to deliver quality education	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	Following everything as per the guidelines of regulatory bodies.	
17.	Measures adopted to ensure internalization and Institutionalisation of quality Enhancement practices through periodic accreditation and audit	The Academic Audit cell will monitor periodically.	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Implementing all the guidelines of Regulatory bodies	
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Regularly higher authorities advice on best practices	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	YES	
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	YES	
	(a) 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.	YES	

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	Prepared reports will be presented in the CIQA meetings and finally submitted to HEI for approval	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes	SLM was prepared with the help of University faculty. Live lectures with experienced faculty (in house & Out side) are also scheduled with prior intimation to learners	
24.	Promoted automation of learner support services of the Higher Educational Institution	Automation was done from Entry to exit.	
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	In Annual Board of Studies meetings, which comprises of external subject experts will approve the content and other activities	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	-	
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 not yet submitted to any Accreditation body. So not Applicable.	
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	-NIL-	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	-NIL-	

**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 ODL	Upload relevant document
1.	<p>Governance, Leadership and Management:</p> <ul style="list-style-type: none"> <li>a. Organisation Structure and Governance</li> <li>b. Management</li> <li>c. Strategic Planning</li> <li>d. Operational Plan, Goals and Policies</li> </ul>	<p>a. Organizational Structure and Governance: The Centre for Distance and Online Education (Formerly School Of Distance Education )is governed by a proper system such that the overall efficiency and deliverables are to the satisfaction of the learners and focuses on the development of education or the whole. The CIQA plays a vital role in deployment and delegation of various roles and responsibilities to each entity as per the UGC guidelines</p> <p>b. Management: The Centre for Distance and Online Education (Formerly School of Distance Education )has an Advisory Committee with top level advisors(VC, Reactor, Registrar, Director of Center for Distance and Online Education (Formerly School Of Distance Education ) and all the Principals of the Constituent Colleges of the University.) The Director of Center for Distance and Online Education (Formerly School Of Distance Education ) is responsible for the entire workflow which is meticulously monitored by the CIQA at all levels to ensure quality. Further down we have a Special Registrar/Dy. Registrar/Asst. Registrar to follow upon the academic processes, Course Coordinators and mentors to address student grievances, student support and feedback mechanism, faculty members for content delivery as per academic calendar and</p>	

		<p>lesson plan, LMS for four quadrant approach based teaching learning and assignments the Center for Distance and Online Education (Formerly School Of Distance Education ) office for term end assessment, evaluation and result analysis.</p> <p>c. Strategic Planning: The CIQA is in place which has an expert committee of advisors and learned members who articulate the strategic plan which is aligned with the administration and academic processes such that quality is ensured with the best possible learning outcomes</p> <p>d. Operational Plan, Goals and Policies: The operational plans, goals and policies are drafted to be in line with the strategic plan and also ensure that they are achievable and realistic such that outcomes are measurable. The policies are also communicated to the stakeholders through the regulations and the Programme Project Report.</p>	
<p>2.</p>	<p>Articulation of Higher Educational Institution Objectives</p>	<p>The Center for Distance and Online Education (Formerly School Of Distance Education ), Andhra University has well defined Vision, Mission and Quality policy duly approved by the CIQA which is in line with the University Vision.</p>	

<p>3.</p>	<p>Programme Development and Approval Processes</p> <ul style="list-style-type: none"> <li>a. Curriculum Planning, Design and Development</li> <li>b. Curriculum Implementation</li> <li>c. Academic Flexibility</li> <li>d. Learning Resource</li> <li>e. Feedback System</li> </ul>	<p>a. Curriculum Planning, Design and Development: The curriculum Planning and Development is set into action by the Center for Distance and Online Education (Formerly School Of Distance Education ) which consists of all stakeholders. After deliberations the draft is submitted to the Board of Study for expert opinion and feedback. Finally it is sent to the academic Council for approval.</p> <p>b. Curriculum Implementation: The teaching learning process is carefully designed in a way that a balanced mix of different pedagogy is used to ensure effective knowledge transfer. The academic calendar is well drafted and followed for all live sessions, assignments, assessments and curriculum enrichment programs. The Learning Management System caters to the academic needs of the learner by providing a user-friendly platform for effective teaching learning by incorporating the academic calendar and lesson plan. The four quadrant approach is rigorously followed.</p> <p>A Lesson Delivery Plan is prepared meticulously by faculty in which they elaborate on which unit from the syllabus will be covered in a particular session, teaching pedagogy, Blooms level, &amp; E resources. The faculty members are also monitored on a regular basis.</p> <p>c. Academic Flexibility: The designed curriculum and syllabi is learner centric following the LOCF (UGC Mandate) wherein academic flexibility is ensured.</p> <p>d. Learning Resource: A dedicated LMS is offered to the learners wherein the</p>	
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		<p>SLMs are uploaded and a four quadrant approach is implemented. Also e- library facility is available for any time learning. At any time data collection and user statistics are available for monitoring purposes.</p> <p>e. Feedback system : Feedbacks are received through mails, Phone calls and from the who visit personally to the University.</p> <p>The Centre for Internal Quality Assurance is in place and conducts academic Audit at the end of each semester and year.</p>	
<p>4.</p>	<p>Programme Monitoring and Review</p>	<p>The curriculum and syllabus of Under Graduate and Postgraduate Programmes under the Centre for Distance and Online Education (Formerly School Of Distance Education ) aim at developing the technical and behavioral competencies of the students. As per the recommendations of UGC and MHRD the Institutions of higher education need to carry out academic reforms in all aspects including admission policy, academic calendar, introduction of choice- based credit system, continuous assessment, grading system and skill development for the holistic empowerment of the students. The Centre for Internal Quality Assurance is in place and conducts academic Audit at the end of each year.</p>	
<p>5.</p>	<p>Infrastructure Resources</p>	<p>A dedicated LMS is available to the learner for anywhere anytime learning. The student can access (LMS) through their desktop and also from their mobile phones, as the application is mobile responsive. The LMS is integrated with video conferencing tools (online webinar) for 2way interactions wherein the faculty can interact with students and vice-versa. The learning management system supports all kinds of</p>	

		content formats which include HTMLS, MP4, SCORM Files apart from word, PDF, and PPT files	
6.	Learning Environment and Learner Support	Apart from academic support, the learner is also offered proper counseling and mentoring sessions for their overall development. Also Co-curricular activities are conducted for Beyondthe syllabus learning. There is a dedicated placement cell to cater to their career progression and recruitment.	
7.	Assessment and Evaluation	The same assessment pattern existing in University regular modeis adopted.	
8.	Teaching Quality and Staff Development	One Associate Professor and 1 Assistant Professor are looking after and coordinating the ODL & OL programs	

**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 ODL	Upload relevant document
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<p>1.</p>	<p>Academic Planning</p>	<p>The Centre for Distance and Online Education (Formerly School of Distance Education ) has streamlined academic process wherein the academic calendar is clearly drafted mentioning all academic activities along with Co-Curricular events. It is disseminated to the stakeholders at the beginning of the academic session. Based on the same a lesson plan is prepared which is periodically reviewed for proper implementation.</p>	
<p>2.</p>	<p>Validation</p>	<p>The validation of the academic activities is done through periodic and annual audits to ensure quality. The CIQA committee takes random samples for verification and validation. Apart from this class committee meetings are conducted to assess the learner satisfaction from time to time. At the end of the academic session, feedback links are circulated to the learner to validate the academic process and its effectiveness.</p>	

<p>3.</p>	<p>Monitoring, Evaluation and Enhancement Plans</p> <p>a. Reports from Learner Support Centres (for Open and Distance Learning programmes)</p> <p>b. Reports from Examination Centres</p> <p>c. External Auditor or other External Agencies report</p> <p>d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>e. Reporting and Analytics by the Higher Educational Institution</p> <p>f. Periodic Review</p>	<p>Regularly reports are received from chief and Asst. Coordinators observers and flying squads</p> <p>Will submit reports as the conduct of Examinations.</p> <p>-Nil -</p> <p>Yes</p> <p>Yes</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 (Formerly School Of Distance 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**

<https://andhrauniversity.edu.in/img/pdf/sde/director%20sir%20order.jpeg>

**3.2 Compliance status of “Human Resource and Infrastructural Requirements” – 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 and physical infrastructure exclusively/independently, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:*

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG	9	12	YES	Besides these staff of CDOE, Faculty from concerned Departments of the University and learning support centres will take part in academic activities (Theory and Practical's)
PG & Professional	12	12	YES	

S. No.	Programme Name	No. of Full time-Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/Contract) with gross salary/month			Date of joining programme and Joining report
							Type	Gross salary/month	Contract period	
1	B.A	2	Dr. M. Sudarshan Rao	Asst. Professor	Ph.D.	10 Years	Contract, Rs.48,000			07-01-2014
			Dr. N. Komali Salomi	Asst. Professor	Ph.D.	11 Years	Contract, Rs.44,000			02-04-2013
2	B.Com	2	Mr. S. Ambedkar Raju	Associate Professor	M.Com. M.Phil, NET (Ph.D)	24 Years	Regular			12-11-2021
			Dr. M. Mani Sekhar	Asst. Professor	Ph.D.	9 Years	Contract, Rs.52,000			27-08-2017
3	B.Sc	3	Prof. M.V.S.Chandra sekhar Rao	Associate Professor /Associate Director	Ph.D	14 Years	Adjunct Rs.80,000			21-06-2022
			Dr. K. Jaya Ram	Asst. Professor	Ph.D.	10 Years	Contract, Rs.48,000			07-01-2014
			Dr. K.K. Dora Babu	Asst. Professor	Ph.D.	10 Years	Contract, Rs.42,000			07-10-2014
4	PG & Professional	12	Prof. K.Visweswara Rao	Professor / Director	Ph.D	31 Years	Honorary, Rs. 2,50,000			01-03-2021
			Prof. M.V.S.Chandra sekhar Rao	Associate Professor /Associate Director	Ph.D	14 Years	Adjunct Rs.80,000			07-01-2014
			Prof. K.Parameswara Rao	ICSSR Senior Fellow	Ph.D	34 Years	Contact, Rs.45,000			-
			Prof. G. Satyanarayana	Professor	Ph.D	31 Years	Honorary Professor, Rs. 20,000			-
			Dr. G. Sri Ram	Asst. Professor	Ph.D.	9 Years	Contract, Rs.51,000			03-10-2005
			Dr. N. Komali Salomi	Asst. Professor	Ph.D.	11 Years	Contract, Rs.44,000			02-04-2013
			Dr. Radhika	Asst. Professor	Ph.D.	10 Years	Contract, Rs.42,000			07-01-2014
			Dr. Jaya Ram	Asst. Professor	Ph.D.	10 Years	Contract, Rs.48,000			07-01-2014
			Dr. M. Sudarshan Rao	Asst. Professor	Ph.D.	10 Years	Contract, Rs.48,000			07-01-2014
			Dr. Mani Varma	Asst. Professor	Ph.D.	10 Years	Contract, Rs.37,000			07-01-2014
			Dr. M. Mani Sekhar	Asst. Professor	Ph.D.	9 Years	Contract, Rs.52,000			27-08-2017
Dr. K.K. Dora Babu	Asst. Professor	Ph.D.	10 Years	Contract, Rs.42,000			07-10-2014			
5	Diploma in Music	1	Dr. Radhika	Asst. Professor	Ph.D.	10 Years	Contract, Rs.42,000			07-01-2014

### 3.3 Details of Administrative staff

Number of Administrative staff available exclusively for ODL programmes at HQ &

at LSCs

<b>Admin Staff</b>	<b>Required (up to 5,000 students)</b>	<b>Available</b>
Deputy Registrar	1	3
Assistant Registrar	1	2
Section Officer	5	6
Assistants	10	31
Computer Operator	5	10
Multi-Tasking Staff	5	10

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

**Note:**

1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.

### 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 Open and Distance Learning 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.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.	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	



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 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.	Offline Examinations under the supervision of the Chief Superintendents	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	<b>YES</b>	

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 Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each</li></ul>	YES	
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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution		
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 Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	YES	
5.	The weightage for different components of assessments for Open and Distance Learning 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.	<a href="https://andhrauniversity.edu.in/admissions/school-of-distance-education/sdeodl.html">https://andhrauniversity.edu.in/admissions/school-of-distance-education/sdeodl.html</a>	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	<b>YES</b> <a href="https://andhrauniversity.edu.in/admissions/school-of-distance-education/sdeodl.html">https://andhrauniversity.edu.in/admissions/school-of-distance-education/sdeodl.html</a>	
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning 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 that no part of the syllabus is left out of study by a learner.	<b>YES</b>	
9.	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	<b>YES</b>	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	- NO -	Observers and flying Squads deputed
	(b) Availability of biometric system	-NO-	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	-NO-	Invigilators will take signatures of the learners personally
	(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	-NO-	Principal or Senior faculty will act as the Chief Superintendent and monitor the exams in the centers. University appoints observers and flying Squads to supervise the conduct of Examinations
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	- NO-	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	i) No candidate should be allowed to write the examination without registration/Hall Ticket. ii) Proper seating arrangements are made in the examination hall and the candidates are seated at the place allotted to their Register Nos. iii) There are no writings on the walls and tables of the examination hall. iv) Outsider and unauthorized persons are not allowed into the examination hall during the course of	

		v) the examination. Should submit a report with the Suspected Malpractice Cases found, if any. <b>-YES-</b>	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	<b>Upload Observer Report -Yes-</b>	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted	<b>-YES-</b>	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	-YES-	
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	-YES-	
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	-YES-	
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations	-YES-	



S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	-YES-	
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning 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.	YES	
	(b) Each award shall also be uploaded on the National Academic Depository	-NO-	Initiated the process
18.	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 Learner Support Centres (only for Open and Distance Learning); (v) Name and address of	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	all Examination Centres		

#### 4.3 Whether any examination held through online mode. NO

*If yes, provide details regarding technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination*

-NO-

#### 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 first class
<b>January, 2024 UG</b>	1. B.A	8260	8223	6124	74.47	23.95
	2. B.Com	7451	7395	5187	70.14	16.48
	3. B.Sc	7288	7112	3507	49.31	5.49
<b>January, 2024 PG &amp; PGD</b>	1.M.Com	351	351	207	58.97	21.3
	2. M.A. Economics	180	180	102	56.06	388
	3.M.A. English	558	558	407	72.93	2.86
	4.M.A. Hindi	62	62	47	75.88	17.74
	5.M.A. History	75	75	51	68.0	13.33
	6. M.A. Philosophy	42	42	26	61.90	21.42
	7. M.A. Sociology	279	279	212	75.98	4.65
	8.M.A. Telugu	264	264	206	78.03	14.77
	9. M.A. Political Science	225	225	146	64.88	12.44
	10. M.A. Public Administration	151	151	104	68.87	7.28
	11. M.A. JMC	29	29	19	65.51	3.44
	12. M.Sc Botany	75	75	24	32.00	0
	13.MA/M.Sc. Mathematics	931	931	585	62.83	6.44
	14. M.Sc.	529	529	190	35.91	9.45

**HEI ID: HEI-U-0006****Name of HEI: ANDHRA UNIVERSITY****Type of HEI: CATEGORY-1**

Organic Chemistry					
15. M.Sc. Physics	134	134	67	50.00	9.70
16. M.Sc. Psychology	184	184	114	61.95	4.89
17. M.Sc. Zoology	120	120	22	18.03	1.66
18. P.G. Diploma Course	54	54	23	46.00	32.5
19. MA HRM	45	45	19	42.22	15.0
20. M.C.A	25	25	7	28.00	0
21. M.B.A	258	258	150	58.13	4.65

## Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)

### 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.*

<https://andhrauniversity.edu.in/admissions/school-of-distance-education/sdeodl.html>

### 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.*

*Preparation of Course Material: Once the University permits the introduction of new courses resource persons are identified for preparation of course material in Self Learning Mode. a) Subject experts within the University b) Subject experts from other Universities c) Experts from Industry and Government and Public/Private Organizations. After finalizing the subject experts for preparing course material a meeting is convened in which the syllabi of each paper is divided into 30 lessons and distributed among the Course writers. One of the experts in the particular subject is identified as Editor to give suitable instructions to the course writers and edit the material. If the identified course writer are not familiar with Self Learner Mode pattern they are given orientation and training. The course writers are usually given six months time to prepare the material. While the preparation is on, two review meeting are held to discuss and modify the draft lessons for uniformity in scope and coverage of syllabus. The concerned course coordinator in the School is involved in format editing while the editor takes care of the content of the course. Language of the lessons is taken care by both of them. Once the print ready copy is submitted by the concerned coordinator the material is given for printing. The editor and Course Coordinator are also involved in the process of printing including cover design, layout and other related aspects.*

**5.3 Compliance status in respect of Self-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.*

*Preparation of Course Material: Once the University permits the introduction of new courses resource persons are identified for preparation of course material in Self Learning Mode. a) Subject experts within the University b) Subject experts from other Universities c) Experts from Industry and Government and Public/Private Organizations. After finalizing the subject experts for preparing course material a meeting is convened in which the syllabi of each paper is divided into 30 lessons and distributed among the Course writers. One of the experts in the particular subject is identified as Editor to give suitable instructions to the course writers and edit the material. If the identified course writer are not familiar with Self Learner Mode pattern they are given orientation and training. The course writers are usually given six months time to prepare the material. While the preparation is on, two review meeting are held to discuss and modify the draft lessons for uniformity in scope and coverage of syllabus. The concerned course coordinator in the School is involved in format editing while the editor takes care of the content of the course. Language of the lessons is taken care by both of them. Once the print ready copy is submitted by the concerned coordinator the material is given for printing. The editor and Course Coordinator are also involved in the process of printing including cover design, layout and other related aspects*

## Part – VI: Programme Delivery through Learner Support Centre (LSC)

### 6.1 Details of personal contact programmes implemented:

Please provide information in respect of programmes at UG, PG and PGD Programmes

S. No.	Programmes name	Centre Name	No.of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
	UG	-	11	01	8750	8750
	PG	Online & offline	10	02		1 <sup>st</sup> Semester Examinations in July, 2024

### 6.2 Compliance status of 'Learner Support Centre' – As per Annexure – VIII of UGC(ODL Programmes and Online Programmes) Regulations, 2020

*HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.*

**STUDENT SUPPORT SERVICES:** *The Strength of Distance Education lies in the ability to deliver Qualitative Learner Support Services. The Centre for Distance and Online Education (formerly School of Distance Education) taking cognizance of this fact spread the network of study centres. As a part of this exercise in 1986, eight UGC Study Centres were transferred to the Centre for Distance and Online Education (formerly School of Distance Education). Today, the Centre for Distance and Online Education (formerly School of Distance Education) is offering services at 17 Study Centres. All the services right from admissions to successful completion of the courses are offered under one umbrella through single window system. Services Provided at Head Quarters: Learner Interface, Sale of Applications and Prospectus. Spot Admissions, Spot Receipt of Examination Applications, Distribution of Study Material, Student Counseling, Weekend Classes, Personal Contact Programme Classes, Library Facilities, Computer Lab, Placement Guidance through Placement Cell, Student access to the sections through mobiles and SMS Alerts Services Provided at Study Centres: Sale of Applications and Prospectus, Spot Admissions, Spot Receipt of Examination Applications, Distribution of Study Material, Student Counseling, Weekend Classes, Personal Contact Programme Classes, Library Facilities, Conduct of Examinations and Student access to the Centres through mobiles.*

### 6.3 LSC wise enrollment details (Not for Private University)

HEI ID: HEI-U-0006

Name of HEI: ANDHRA UNIVERSITY

Type of HEI: CATEGORY-1

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1	Govt. Degree College, Tekkali – 532202	2	-	-	Government	Dr. T. Govindamma 9542455385	-	1	UG	129
2	Govt. Degree College, Narasannapeta- 532421	2	-	-	Government	Ch. Krishna Rao 9440493441	-	1	UG	101
3	Bhaskar Degree College, Parvathipuram- 535501	1	-	-	Private	M.R.S. Sastry 8019719234	-	1	UG	179
4	R.S.R.& K.R.R. College, Bobbili- 535558	1	-	-	Private	Ch. Veerendrakumar 8500038444	-	1	UG	98
5	Govt. Degree College, Saluru- 535591	1	-	-	Government	-	-	1	UG	36
6	Pragathi Degree College, Kothavalasa, Vizianagaram - 535183	1	-	-	Private	G. Appala Naidu 9000986189	-	2	UG&PG	383
7	Mrs. A.V.N. College, Visakhapatnam-530001	1	-	-	Aided	Simhadrinaidu 8096865327	Ph.D	2	UG& PG	149
8	Dr. V.S.Krishna Govt. Degree College, Visakhapatnam-530013	1	-	-	Government	Dr. I.Vijaya Babu, Ramarao 9849829554 7989217769	Ph.D	2	UG&PG	476
9	B.V.K. College, Visakhapatnam- 530016	1	-	-	Private	-	Ph.D	2	UG&PG	456
10	Visakha Govt. Womens College, Visakhapatnam-530020	1	-	-	Government	Dr. S.Shobha Rani 7981719452	Ph.D	2	UG&PG	278

HEI ID: HEI-U-0006

Name of HEI: ANDHRA UNIVERSITY

Type of HEI: CATEGORY-1

11	Govt. Degree College, Narsipatnam-531116	1	-	-	Government	S.Raju 9440306372	Ph.D	1	UG&PG	48
12	A.M.A.L. College, Anakapalli-531001	1	-	-	Private	Dr. G. Jaya Babu 9490430638	Ph.D	2	UG&PG	169
13	Y.N. College, Narsapur-534275	1	-	-	Private	Dr. A.P.V. Appa Rao 9391043843	Ph.D	1	UG	64
14	A.C. College, Guntur-522001	1	-	-	Private	Dr K. Moses 9848183194	-	1	UG&PG	46
15	C.S.R. Sarma College, Ongole-523001	1	-	-	Private	M.Srinivas 9392237756	-	1	UG	86
16	D.N.R. College, Bhimavaram-534202	1	-	-	Private	Dr. B.S. Santha Kumari 7702215899	-	1	UG	90
17	Syed Appalashwamy Degree College, Vijayawada-520001	1	-	-	Private	Jaya Prakash 9866177249, 8309978759	-	2	UG&PG	30

**Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years.**

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition completed Yes/No
	Science Programs offered by University only		

### 7.1 Off campus details (For Deemed to be University) : NA

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published in the Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
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### 7.2 Delivery of Self-Learning Material

*Delivery of Self Learning Material to learners for ODL programmes as defined in Annexure-VI and Annexure-VII of Regulations*



Type	Date of Admission (for July and January)	Date of delivery SLM	Whether SLM delivered to learners within a fortnight from the date of admission
Printing Material	September & October for July batch April & May for January batch	Immediately with in one month	YES
Audio-Video Material			
Online Material	September & October for July batch April & May for January batch	Soft copies can be downloaded immediately as the confirmation of admission	YES
Compute based Material			

**7.3 Whether any course in a particular programme was allowed through OER/  
Massive Open Online Courses: Y/N -NO-**

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 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	
Uploading of the following on HEI website (Mention link) <a href="http://www.andhrauniversity.edu.in">www.andhrauniversity.edu.in</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 Open and Distance Learning mode	YES	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	YES	
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	
5.	Programme-wise information on syllabus,	YES	
	suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;		

6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	YES	
7.	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 Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	YES	
8.	Information regarding all the programmes recognised by the Commission	YES	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	YES	
10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	YES	
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	YES	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	YES	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	YES	

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**Name of HEI: ANDHRA UNIVERSITY**

**Type of HEI: CATEGORY-1**

14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	YES	
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	
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	-	

## 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.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	YES
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	YES
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning 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

4.	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
5.	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 commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	YES
6.	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning 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:  Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	YES
7.	Every Higher Educational Institution shall–  (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an	YES
	International Learner;  (b) maintain the records of the entire process of selection of candidates, and preserve such records for a 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

8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning 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 Open and Distance Learning 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 Open and Distance Learning 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 Open and Distance Learning 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	YES



	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 Open and Distance Learning 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-  (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

## 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.*

Grievances regarding corrections of Date of Birth, Name, receipt of Course Materials, examinations results etc, have been received and action was taken immediately.

### 9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
85	85

### 9.3 Complaint Handling Mechanism

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

<https://andhrauniversity.edu.in/admissions/school-of-distance-education/sdeodl.html>

### 9.4 Details of Complaints received from UGC (DEB) – NO

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

## Part – X: Innovative and Best Practices

### 10.1 Innovations introduced during academic year

Complete Automation has been introduced, student can access the portal by using his/ her credentials and he can attend the online Classes from any where in the world, and also to raise support tickets were introduced. An AI Powered Chat that would address most frequently asked questions was also introduced .

### 10.2 Best Practices of the HEI

Use of learning analytics to shape course design decisions and monitor student progress in a more structured way

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

All the distance mode learners are also allowed to attend job fairs organized in University for along with the students of conventional mode.

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

Many students after completion of the course through ODL Joined in Government Services, and some students also got selected for Indian Administrative Services.

### 10.5 Initiatives taken towards conversion of SLM into Regional Languages

At UG level both English & Telugu Medium offered for BA & B.Com students and easy to Access and learn in the respective medium.

### 10.6 Number of students placed through Campus Placements

-

### 10.7 Details of Alumni Cell and its activity

-

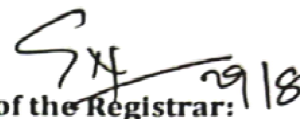
### 10.8 Any other Information

The centre for Distance and online education, Andhra University has conducted One day student Induction Programme (SIP) in blended mode on 15-04-2024 (10.30 am to 5 pm) at Malaviya Mission Teacher Training Centre (MMTTC), Andhra University. It is meant for the learners enrolled in ODL Programmes of CDOE, AU for the Calendar year batch of Academic year 2023-24 and academic session beginning February-2024. More than 50 Students attended virtually through Webex and Youtube Live in the induction Programme.

### 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:

Signature of the Registrar: 

Name:

  
DIRECTOR

Name:

REGISTRAR

Seal: Centre for Internal Quality Assurance (CIQA)  
Centre for Distance and Online Education

Seal:

ANDHRA UNIVERSITY  
VISAKHAPATNAM-530 003

Date: Andhra University  
Visakhapatnam-530003

Date:

**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.**