

Centre for Internal Quality Assurance (2019-20)

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 09-09-2009	Copy of the notification: View
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1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Member	Prof. T V Suresh Kumar	Director, IQAC	PhD	27-06-2019	26-06-2026
2	Member	Mr. N. Ram Babu	Assistant Registrar	MBA	01-02-2001	10-05-2026
3	Member	Prof. Ch. Ramakrishna	Director, UGC Affairs	PhD	28-02-2001	28-02-2026
4	Member	Dr. G V Satyasekhar	Deputy Director	PhD Finance	21-11-2005	03-06-2026
5	Member	Mr. A Vara Prasad	Assistant Director	MCA, M.Tech	19-04-2010	21-08-2026
6	Member	Mr. VVSN Sastry	Assistant Director	MCA	23-07-2010	22-07-2026
7	Head	Prof. T Srinivas	Director	PhD Civil Engineering	05-11-1997	31-12-2026
8	Member	Prof. MVS Chandrasekhar Rao	Director, Admissions and Academic Affairs	PhD Nuclear Physics	04-07-2009	01-10-2024
9	Member	Prof. G Suryanarayana	Advisor	PhD	10-02-2010	09-02-2024

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	CIQA Meeting 3	IQAC - GITAM	04-11-2019	25-11-2019	View
2	CIQA Meeting 4	IQAC - GITAM	23-01-2020	06-02-2020	View
3	CIQA Meeting 1	IQAC - GITAM	10-06-2019	17-06-2019	View
4	CIQA Meeting 2	IQAC - GITAM	01-08-2019	13-08-2019	View

1.4 Details of actions taken based on Objectives and Functions of CIQA:

Sr No	Function	Action taken by HEI
1	Maintenance of Quality in the services provided to the learners	Sophisticated software has been developed for Learners, which cater the needs of learners since admission till course completion. Learners can access this software independently for download the

		Identity Cards, Change their Phone numbers and address as and when required. Learners can download their Internal Assessment and External Exam Results. Online payment portal is developed for payments of Tuition Fees, Supplementary Exam Fees, etc.
2	Continuous improvement	Software is pertaining to admissions, Learner support services, etc. is regularly updating according to the need of learners
3	Identification of the key areas in which the HEI should maintain quality	Academic counseling at the time of admission regarding curriculum, ICT through website, personal contact classes, student portal, examination schedules, Grading system, last dates
4	Dissemination of information on quality assurance	Made available in the website
5	Mechanisms for interaction and obtaining feedback	Academic counseling facilitates synchronous two way communication for interaction and feedback. Sending the questionnaire to learners, interact through call centre
6	Measures for qualitative improvement	Periodical Interactive meetings held with all stakeholders (Faculty, Course Coordinators and Learners) for suggestions to improve the quality.
7	Ensuring Implementation of its recommendations through regular monitoring	Advisory committee has constituted with experts from University and outside to ensure the implementation of quality measures
8	Ensuring Participation of stakeholders	Regular Interaction meetings are organized to interact with stake holders
9	Preparation of Programme Project Report and Information regarding any new programmes launched	PPR of every program shall be presented before concerned Board of Studies, Academic Council and CIQA committee for approval, then SLM will be prepared.
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	A team of members drawn from different faculties and headed by Director will continuously interact with Learners and take the report to improve the quality. Also this team will observe the need of industry to make changes in the curriculum, program implementation etc.

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	View
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	Yes	View
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	View
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	View
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	No	-
7	Whether all the learning centres were operationalized with prior approval of CIQA?	No	View
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	View
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	View

10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	View
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1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

<p>CDL's aim is to offer a wide range of programmes and quality study material to learners, conducting them as efficiently as the regular programmes, that too at a very affordable cost. Our motto is always to offer every programme with a quality on par with that one gets from the best institutes in the country through regular programmes. Depending upon the perceived demand for programmes, the GITAM Centre for Distance Learning (CDL) identifies the programmes to be introduced. The Boards of Studies of different academic departments of the University prepare the regulations and syllabi for the proposed programmes. The Boards of Studies consist of experts from academia (both within and outside the University), industry, government, alumni, NGOs, etc. The regulations and syllabi of the programmes as prepared by the concerned Board of studies are approved by the Academic Council of the University. After approval, the Centre identifies resource persons and constitutes Material Preparation Team which includes lesson writers with an editor for each course. They are then given training in the preparation of material in Self Learning Mode (SLM) inviting experts from outside. For every course a minimum of three meetings of Course Material Preparation Team are held to discuss and review the material prepared by each lesson writer. After a thorough review and editing, a 'print ready' copy is prepared. The courseware of all the programmes consists of printed course material, face-to-face interaction (weekend / personal contract programmes), assignments and a select video lectures. Learners are given academic calendar at the time of admission that contains detailed schedule of academic / evaluation activities for the entire year and they are advised to strictly follow the schedule. Learners are also informed of all these activities through website, notifications released from time to time and advertisement through newspapers. Learners can also interact with the CDL through telephone (landline / mobile), visiting website of the CDL and directly with the staff. The Centre for Distance Learning sends SMS on scheduled activities at least once a fortnight so that interaction with Centre and the learner is assured. Help-desk provides such connectivity about information required and clarification of doubts. Thus pre-admission and post admission counseling are ensured. All the activities in CDL, starting from admissions to evaluation, are totally computerized. Student portal is accessible in the CDL website i.e., cdl.gitam.edu for lending student support services.</p>
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1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	GITAM UNIVERSITY, RUSHIKONDA, VISAKHAPATNAM	03-08-2019	2263
2	GITAM UNIVERSITY, RUSHIKONDA, VISAKHAPATNAM	04-08-2019	2398
3	GITAM UNIVERSITY, RUSHIKONDA, VISAKHAPATNAM	11-08-2019	2045
4	GITAM UNIVERSITY, RUSHIKONDA, VISAKHAPATNAM	17-08-2019	2159
5	GITAM UNIVERSITY, RUSHIKONDA, VISAKHAPATNAM	18-08-2019	2487
6	GITAM UNIVERSITY, RUSHIKONDA, VISAKHAPATNAM	15-09-2019	2193
7	GITAM UNIVERSITY, RUSHIKONDA, VISAKHAPATNAM	14-09-2019	2262
8	GITAM UNIVERSITY, RUSHIKONDA, VISAKHAPATNAM	22-09-2019	2261
9	GITAM UNIVERSITY, RUSHIKONDA, VISAKHAPATNAM	21-09-2019	2156
10	GITAM UNIVERSITY, RUSHIKONDA, VISAKHAPATNAM	10-08-2019	2568
11	GITAM UNIVERSITY, RUSHIKONDA, VISAKHAPATNAM	24-08-2019	1845
12	GITAM UNIVERSITY, RUSHIKONDA, VISAKHAPATNAM	25-08-2019	2153

13	GITAM UNIVERSITY, RUSHIKONDA, VISAKHAPATNAM	07-09-2019	2314
14	GITAM UNIVERSITY, RUSHIKONDA, VISAKHAPATNAM	08-09-2019	2148
15	GITAM UNIVERSITY, RUSHIKONDA, VISAKHAPATNAM	28-09-2019	2054

1.8 Mention the duration, credits and eligibility of programmes offered:

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	July	Diploma	Diploma in Communicative English	12 Months	16	The candidate should have passed 10+2 or equivalent, recognized by GITAM University as equivalent thereto.
2	July	Diploma	Diploma in Computer Applications	12 Months	30	The candidate should have passed 10+2 examination from any Board/Council.
3	July	Diploma	Diploma in Environment and Sustainable Management	12 Months	20	The candidate should have passed any degree or equivalent examination approved by GITAM University.
4	July	UG	BCOM	3 Years	100	a) The candidate should have passed the two year intermediate examination conducted by the Board of Intermediate Education of Andhra Pradesh or any examination (10 +2) equivalent thereto recognized by GITAM University. b) The candidate must be qualified in GITAM Admission Test (GAT).
5	July	PG Diploma	PG Diploma in Communication Skills	12 Months	28	The candidate should have passed 3 or 4 years Bachelors Degree of any University recognized by

						GITAM University as equivalent thereto. A Candidate with professional qualification such as CA/ ICWA/ACS/AMIE/ AIETE is also eligible.
6	July	UG	BA	3 Years	100	a) The candidate should have passed the two year intermediate examination conducted by the Board of Intermediate Education of Andhra Pradesh or any examination (10 +2) equivalent thereto recognized by GITAM University. b) The candidate must be qualified in GITAM Admission Test (GAT).
7	July	PG	MBA (GENERAL)	2 Years	124	The candidate should have passed the Bachelors Degree of any university other than BFA and BOL of any university recognized by GITAM University as equivalent thereto. A candidate with professional qualification such as BE / B.Tech / B.Pharm / Medicine / Law / CA / ICWA / ACS / AMIE / AIETE, etc., is also eligible.
8	July	PG	MBA (HRM)	2 Years	124	The candidate should have passed the Bachelors Degree of any university other than BFA and BOL of any university recognized by GITAM University as equivalent thereto. A candidate with professional qualification such

						as BE / B.Tech / B.Pharm / Medicine / Law / CA / ICWA / ACS / AMIE / AIETE, etc., is also eligible.
9	July	PG	MSc Biotechnology	2 Years	68	The candidate should have passed the B.Sc. or equivalent exam with any two of the following Courses: Biochemistry, Biotechnology, Microbiology, Bioinformatics, Chemistry, Medical Lab Technology, Genetics, Zoology, Botany, Agriculture, Veterinary Science and Environmental Science.
10	July	PG	MA English	2 Years	68	The candidate should have passed 3 or 4 years Bachelors Degree of any university recognized by GITAM University as equivalent thereto. A candidate with professional qualification such as CA / ICWA / ACS / AMIE / AIETE etc., are also eligible.
11	July	PG	MA Economics	2 Years	64	The candidate should have passed B.A degree examination with economics as one of the subject of any university recognized by the Academic Council of GITAM University as equivalent thereto.
12	July	PG	MCA	3 Years	118	The candidate should have passed the Bachelors Degree of any university other than BFA and BOL of any university recognized by GITAM University as equivalent thereto. A candidate with professional qualification such as BE / B.Tech. / B.Pharm. / B.Sc. / BA / B.Com. / BCA / Medicine / Law /

						CA / ICWA / ACS / AMIE / AIETE etc., are also eligible provided they passed Mathematics as one of the subjects at Intermediate or at 10 + 2 level.
13	July	PG	MCOM	2 Years	72	The candidate should have passed B.Com degree (Bachelor of commerce) of any university recognized by the Academic Council of GITAM University as equivalent thereto, or professional qualification such as CA / ICWA / ACS etc.
14	January	UG	BCOM	3 Years	100	a) The candidate should have passed the two year intermediate examination conducted by the Board of Intermediate Education of Andhra Pradesh or any examination (10 +2) equivalent thereto recognized by GITAM University. b) The candidate must be qualified in GITAM Admission Test (GAT).
15	January	PG	MBA (GENERAL)	2 Years	124	The candidate should have passed the Bachelors Degree of any university other than BFA and BOL of any university recognized by GITAM University as equivalent thereto. A candidate with professional qualification such as BE / B.Tech / B.Pharm / Medicine / Law / CA / ICWA / ACS / AMIE / AIETE, etc., is also eligible.

16	January	PG	MSc Biotechnology	2 Years	68	The candidate should have passed the B.Sc. or equivalent exam with any two of the following Courses: Biochemistry, Biotechnology, Microbiology, Bioinformatics, Chemistry, Medical Lab Technology, Genetics, Zoology, Botany, Agriculture, Veterinary Science and Environmental Science.
17	January	PG	MBA (HRM)	2 Years	124	The candidate should have passed the Bachelors Degree of any university other than BFA and BOL of any university recognized by GITAM University as equivalent thereto. A candidate with professional qualification such as BE / B.Tech / B.Pharm / Medicine / Law / CA / ICWA / ACS / AMIE / AIETE, etc., is also eligible.
18	January	PG	MA English	2 Years	68	The candidate should have passed 3 or 4 years Bachelors Degree of any university recognized by GITAM University as equivalent thereto. A candidate with professional qualification such as CA / ICWA / ACS / AMIE / AIETE etc., are also eligible.
19	January	PG	MA Economics	2 Years	64	The candidate should have passed B.A degree examination with economics as one of the subject of any university recognized by the Academic Council of GITAM University as equivalent thereto.
20	January	PG	MCOM	2 Years	72	The candidate should have passed B.Com degree (Bachelor

						of commerce) of any university recognized by the Academic Council of GITAM University as equivalent thereto, or professional qualification such as CA / ICWA / ACS etc.,
21	January	PG	MCA	3 Years	118	The candidate should have passed the Bachelors Degree of any university other than BFA and BOL of any university recognized by GITAM University as equivalent thereto. A candidate with professional qualification such as BE / B.Tech. / B.Pharm. / B.Sc. / BA / B.Com. / BCA / Medicine / Law / CA / ICWA / ACS / AMIE / AIETE etc., are also eligible provided they passed Mathematics as one of the subjects at Intermediate or at 10 + 2 level.
22	January	Diploma	Diploma in Communicative English	12 Months	16	The candidate should have passed 10+2 or equivalent, recognized by GITAM University as equivalent thereto.
23	January	Diploma	Diploma in Computer Applications	12 Months	30	The candidate should have passed 10+2 examination from any Board/Council.
24	January	Diploma	Diploma in Environment and Sustainable Management	12 Months	20	The candidate should have passed any degree or equivalent examination approved by GITAM University.
25	January	PG Diploma	PG Diploma in Communication Skills	12 Months	28	The candidate should have passed 3 or 4 years Bachelors Degree of any University recognized by GITAM University as equivalent thereto. A Candidate with professional qualification such

						as CA/ ICWA/ACS/AMIE/ AIETE is also eligible.
26	January	UG	BA	3 Years	100	a) The candidate should have passed the two year intermediate examination conducted by the Board of Intermediate Education of Andhra Pradesh or any examination (10 +2) equivalent thereto recognized by GITAM University. b) The candidate must be qualified in GITAM Admission Test (GAT).

1.9 Describe the details of in-semester and end semester assessments/examinations conducted with the actions taken to ensure sanctity of the examinations:

Sr No	Objective	Yes/No
1	Whether examination centre centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	Yes
2	Whether the number of examination centres in a city or State are proportionate to the student enrollment from the region	Yes
3	Whether building and grounds of the examination centre are clean and in good condition	Yes
4	Whether the examination centre have an examination hall with adequate seating capacity and basic amenities	Yes
5	Whether fire extinguishers are in working order, locations well marked and easily accessible. Further, are emergency exits clearly identified and clear of obstructions	Yes
6	Whether the examination centre provides adequate lighting, ventilation and comfortable seating. Further, is the safety and security of the examination centre ensured	Yes
7	Whether restrooms located in the same building as the examination centre, and restrooms are clean, supplied with necessary items, and in working order	Yes
8	Whether the provision of drinking water is made for learners	Yes
9	Whether adequate parking is available near the examination centre	Yes
10	Whether facilities for Persons with Disabilities are available	Yes

1.10 Total Students enrolled and fees during Academic Session 2019-20:

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	Diploma	Diploma in Environment and Sustainable Management	1	2500
2	July	Diploma	Diploma in Computer Applications	4	2500
3	July	Diploma	Diploma in Communicative English	1	2500
4	July	UG	BCOM	17418	3000
5	July	PG	MBA (GENERAL)	688	12000
6	July	PG	MBA (HRM)	376	12000
7	January	PG	MA English	15	5000
8	January	PG	MA Economics	12	5000
9	January	PG	MCOM	15	5000
10	July	PG Diploma	PG Diploma in Communication Skills	9	2500
11	July	UG	BA	13080	2200
12	July	PG	MSc Biotechnology	2	16000
13	July	PG	MA Economics	337	2700
14	July	PG	MA English	716	2700
15	July	PG	MCOM	515	3500
16	July	PG	MCA	6	20000
17	January	UG	BA	273	3000
18	January	UG	BCOM	443	3000
19	January	PG	MBA (GENERAL)	90	14000
20	January	PG	MBA (HRM)	48	14000
			Total	34049	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2019-20:

Number of programmes recognized from July, 2019 academic session and a copy of the UGC recognition letter:

Number of programmes: 13

Copy of the UGC recognition letter: [View](#)

Number of programmes recognized from January, 2020 academic session and a copy of the UGC recognition letter:

Number of programmes: 13

Copy of the UGC recognition letter: [View](#)

2.2 Number of programmes started as per clause 1(v) of Regulation 8 of UGC(ODL) Regulations, 2017:

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	July	PG Diploma	PG Diploma in Communication Skills	12 Months	18-10-2018	F.NO. 74-2/2018 (DEB- I) and Date:18-OCT-2018	0	5	4	0	9
2	July	Diploma	Diploma in Environment and Sustainable Management	12 Months	18-10-2018	F.NO. 74-2/2018 (DEB- I) and Date:18-OCT-2018	0	1	0	0	1
3	July	Diploma	Diploma in Communicative English	12 Months	18-10-2018	F.NO. 74-2/2018 (DEB- I) and Date:18-OCT-2018	0	1	0	0	1
4	July	Diploma	Diploma in Computer Applications	12 Months	18-10-2018	F.NO. 74-2/2018 (DEB- I) and Date:18-OCT-2018	0	2	2	0	4
5	January	Diploma	Diploma in Environment and Sustainable Management	12 Months	18-10-2018	F.NO. 74-2/2018 (DEB- I) and Date:18-OCT-2018	0	0	0	0	0
6	January	Diploma	Diploma in Communicative English	12 Months	18-10-2018	F.NO. 74-2/2018 (DEB- I) and Date:18-OCT-2018	0	0	0	0	0
7	January	Diploma	Diploma in Computer Applications	12 Months	18-10-2018	F.NO. 74-2/2018 (DEB- I) and Date:18-OCT-2018	0	0	0	0	0
8	January	PG Diploma	PG Diploma in Communication Skills	12 Months	18-10-2018	F.NO. 74-2/2018 (DEB- I) and Date:18-OCT-2018	0	0	0	0	0
9	July	UG	BA	3 Years	18-10-2018	F.NO. 74-2/2018 (DEB- I) and Date:18-OCT-2018	0	64 52	66 28	0	13 08 0
10	July	PG	MBA (GENERAL)	2 Years	18-10-2018	F.NO. 74-2/2018 (DEB- I) and Date:18-OCT-2018	0	51 3	17 5	0	68 8
11	July	PG	MBA (HRM)	2 Years	18-10-2018	F.NO. 74-	0	21	15	0	37

						2/2018 (DEB- I) and Date:18- OCT-2018		7	9		6
12	July	PG	MSc Biotechnolog y	2 Years	18-10-2018	F.NO. 74- 2/2018 (DEB- I) and Date:18- OCT-2018	0	2	0	0	2
13	July	PG	MA English	2 Years	18-10-2018	F.NO. 74- 2/2018 (DEB- I) and Date:18- OCT-2018	0	30 4	41 2	0	71 6
14	July	PG	MA Economics	2 Years	18-10-2018	F.NO. 74- 2/2018 (DEB- I) and Date:18- OCT-2018	0	21 4	12 3	0	33 7
15	July	PG	MCOM	2 Years	18-10-2018	F.NO. 74- 2/2018 (DEB- I) and Date:18- OCT-2018	0	29 5	22 0	0	51 5
16	July	PG	MCA	3 Years	18-10-2018	F.NO. 74- 2/2018 (DEB- I) and Date:18- OCT-2018	0	6	0	0	6
17	Januar y	UG	BA	3 Years	18-10-2018	F.NO. 74- 2/2018 (DEB- I) and Date:18- OCT-2018	0	16 4	10 9	0	27 3
18	Januar y	UG	BCOM	3 Years	18-10-2018	F.NO. 74- 2/2018 (DEB- I) and Date:18- OCT-2018	0	33 2	11 1	0	44 3
19	Januar y	PG	MBA (GENERAL)	2 Years	18-10-2018	F.NO. 74- 2/2018 (DEB- I) and Date:18- OCT-2018	0	55	34	0	89
20	Januar y	PG	MBA (HRM)	2 Years	18-10-2018	F.NO. 74- 2/2018 (DEB- I) and Date:18- OCT-2018	0	21	27	0	48
21	July	UG	BCOM	3 Years	18-10-2018	F.NO. 74- 2/2018 (DEB- I) and Date:18- OCT-2018	0	12 31 4	51 04	0	17 41 8
22	Januar y	PG	MSc Biotechnolog y	2 Years	18-10-2018	F.NO. 74- 2/2018 (DEB- I) and Date:18- OCT-2018	0	0	0	0	0
23	Januar y	PG	MA English	2 Years	18-10-2018	F.NO. 74- 2/2018 (DEB- I) and	0	7	8	0	15

						Date:18-OCT-2018						
24	January	PG	MA Economics	2 Years	18-10-2018	F.NO. 74-2/2018 (DEB- I) and Date:18-OCT-2018	0	8	4	0	12	
25	January	PG	MCOM	2 Years	18-10-2018	F.NO. 74-2/2018 (DEB- I) and Date:18-OCT-2018	0	9	6	0	15	
26	January	PG	MCA	3 Years	18-10-2018	F.NO. 74-2/2018 (DEB- I) and Date:18-OCT-2018	0	0	0	0	0	

2.3 LSC wise enrolment details:

1. Name of College/institute where LSC is established: Not Applicable

Address of College/institute where LSC is established: Not Applicable

Name of HEI to which College/institute is affiliated (where LSC is established): Not Applicable

Whether the College/institute is private or Govt (where LSC is established): Private

Coordinator Details: NotApplicable (Not Applicable) and Contact: 0000

Programmes offered: PG Diploma in Communication Skills

Total enrolled student: 0

No. of Counsellors: 1

Sr No	Counsellor Name	Qualification	Contact Details
1	Not Applicable	Not Applicable	9858

Part - 3: Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	July	Diploma	Diploma in Communicative English	1	1	1	100	100
2	July	Diploma	Diploma in Computer Applications	4	4	4	100	50
3	January	PG Diploma	PG Diploma in Communication Skills	0	0	0	0	0
4	July	UG	BA	13080	10555	10368	98	74
5	July	PG	MBA (HRM)	376	309	300	97	52
6	July	PG	MSc Biotechnology	2	2	1	50	0

			y					
7	July	PG	MA English	716	590	578	97	43
8	July	PG	MA Economics	337	276	273	98	61
9	July	PG	MCOM	515	447	436	97	58
10	July	PG	MCA	6	5	4	80	40
11	January	PG	MBA (GENERAL)	89	81	80	98	56
12	January	PG	MBA (HRM)	48	39	37	94	52
13	July	Diploma	Diploma in Environment and Sustainable Management	1	1	1	100	100
14	July	PG Diploma	PG Diploma in Communication Skills	9	9	8	88	55
15	January	Diploma	Diploma in Environment and Sustainable Management	0	0	0	0	0
16	January	Diploma	Diploma in Communicative English	0	0	0	0	0
17	January	Diploma	Diploma in Computer Applications	0	0	0	0	0
18	July	UG	BCOM	17418	13994	13772	98.58	63
19	January	UG	BA	273	232	168	72	45
20	January	UG	BCOM	443	369	276	75	49
21	July	PG	MBA (GENERAL)	0	487	470	96	43
22	January	PG	MSc Biotechnology	0	0	0	0	0
23	January	PG	MA English	15	13	10	76	42
24	January	PG	MA Economics	12	10	10	100	60
25	January	PG	MCOM	15	13	11	84	53
26	January	PG	MCA	0	0	0	0	0

Part - 4.1: Compliance status of Regulations 7 of UGC(ODL) Regulations, 2017 – Self-regulation through disclosures, declarations and reports:

Sr	Provision	Yes/No with explicit link
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No		address
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes cdl.gitam.edu
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs 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 with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	Yes
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 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
9	Information regarding any new programmes launched and those proposed for the next two years	Yes
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	Yes
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	Yes
14	List of the 'Examination Centres' along with the number of students in each centre 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	Yes

Part - 4.2: HEI shall mention the process followed for monitoring of Examination to ensure sanctity of examinations, including the following:

- i) No. of examination centres inspected during conduct of exam.
- ii) No. of cases of unfair means reported.
- iii) Disciplinary action taken.
- iv) Detail of observer of the examination centres appointed by HEI and its reports.

Conducting Exams at Head Quarters only

Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - Vlof UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-VI of the Regulations. In addition, the faculty details shall be provided in the following format:

1. BA Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 10	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. K Ashok (Professor)	Regular	14/02/2009	Teaching: 108 Months Industrial: 0 Months	119000
2	Dr. N Deepa Mohan (Associate Professor)	Regular	22/11/2010	Teaching: 96 Months Industrial: 0 Months	106000
3	Dr. N Jhansi Rani (Assistant Professor)	Regular	11/05/2016	Teaching: 30 Months Industrial: 0 Months	54500
4	Dr. A Sasikala (Assistant Professor)	Regular	08/12/2016	Teaching: 30 Months Industrial: 0 Months	54500
5	Dr. B Padmanarayan (Associate Professor)	Regular	16/09/2009	Teaching: 108 Months Industrial: 0 Months	106000
6	Dr. P Asha (Assistant Professor)	Regular	14/08/2012	Teaching: 72 Months Industrial: 0 Months	54500
7	Dr. S Sri Lalitha (Associate Professor)	Regular	22/06/2010	Teaching: 96 Months Industrial: 0 Months	106000
8	Dr. M Sudha (Assistant Professor)	Regular	13/08/2015	Teaching: 36 Months Industrial: 0 Months	54500
9	Dr. N Lalitha (Assistant Professor)	Regular	18/08/2015	Teaching: 36 Months Industrial: 0 Months	54500
10	Dr. B Nalini (Associate Professor)	Regular	02/07/2009	Teaching: 108 Months Industrial: 0 Months	106000

2. Diploma in Computer Applications Academic Session: July		Level: Diploma		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. T Uma Devi (Associate Professor)	Regular	23/09/2010	Teaching: 96 Months Industrial: 0 Months	106000
2	Mr. A Vara Prasad (Assistant Director)	Other	19/04/2010	Teaching: 96 Months Industrial: 0 Months	42000

3. Diploma in Environment and Sustainable Management Academic Session: July		Level: Diploma		No. of Fulltime Dedicated Faculty: 3	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. N Srinivas (Professor)	Regular	09/04/2009	Teaching: 108 Months Industrial: 0 Months	119000
2	Mrs. B Padmavathi (Assistant Professor)	Regular	09/07/2009	Teaching: 108 Months Industrial: 0 Months	54500
3	Dr. V Saritha (Assistant Professor)	Regular	04/08/2011	Teaching: 84 Months Industrial: 0 Months	54500

4. MA English Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 4	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. Pradgna Chintakayala (Professor)	Regular	03/12/2007	Teaching: 108 Months Industrial: 0 Months	119000

2	Sri. P Subramanyam (Associate Professor)	Regular	18/01/2009	Teaching: 108 Months Industrial: 0 Months	106000
3	Dr. P Ramachandra Rao (Assistant Professor)	Regular	26/06/2012	Teaching: 84 Months Industrial: 0 Months	54500
4	Dr. N Srinivasa Rao (Assistant Professor)	Regular	11/06/2012	Teaching: 84 Months Industrial: 0 Months	54500

5. MCA Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 4	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. V Nagalakshmi (Professor)	Regular	13/07/2009	Teaching: 108 Months Industrial: 0 Months	119000
2	Dr. T Uma Devi (Associate Professor)	Regular	23/09/2010	Teaching: 96 Months Industrial: 0 Months	106000
3	Mr. A Vara Prasad (Assistant Director)	Other	19/04/2010	Teaching: 96 Months Industrial: 0 Months	42000
4	Mr. VVSN Sastry (Assistant Director)	Other	22/02/2013	Teaching: 60 Months Industrial: 0 Months	42000

6. MBA (GENERAL) Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 5	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. L Renuka (Assistant Professor)	Regular	25/07/2017	Teaching: 24 Months Industrial: 0 Months	54500
2	Dr. G V Satya Sekhar (Associate Professor)	Regular	13/09/2013	Teaching: 60 Months Industrial: 0 Months	106000
3	Dr. UV Adinarayana Rao (Associate Professor)	Regular	27/07/2010	Teaching: 96 Months Industrial: 0 Months	106000
4	Dr. R Venugopal (Associate Professor)	Regular	20/08/2012	Teaching: 72 Months Industrial: 0 Months	106000
5	Dr. S Anjani Devi (Assistant Professor)	Regular	04/07/2013	Teaching: 60 Months Industrial: 0 Months	54500

7. MBA (HRM) Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 3	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. G Raghavaiah (Professor)	Regular	14/07/2010	Teaching: 96 Months Industrial: 0 Months	119000
2	Dr. YVVSSS Vara Prasad (Associate Professor)	Regular	29/09/2009	Teaching: 108 Months Industrial: 0 Months	106000
3	Dr. B Krishna Kumari (Assistant Professor)	Regular	02/01/2010	Teaching: 96 Months Industrial: 0 Months	54500

8. MA Economics Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 3	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. M Rama Mohan Rao (Associate Professor)	Regular	30/01/2010	Teaching: 96 Months Industrial: 0 Months	106000
2	Dr. K Manju Sree Naidu (Associate Professor)	Regular	08/09/2015	Teaching: 42 Months Industrial: 0 Months	106000

3	Dr. Radha Raghurama Patruri (Associate Professor)	Regular	25/09/2010	Teaching: 96 Months Industrial: 0 Months	106000
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9. MSc Biotechnology Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 4	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. SV Rajagopal (Professor)	Regular	03/08/2009	Teaching: 108 Months Industrial: 0 Months	119000
2	Dr. B Veerandra Kumar (Associate Professor)	Regular	07/07/2009	Teaching: 108 Months Industrial: 0 Months	106000
3	Dr. N Sai Kishore (Assistant Professor)	Regular	25/08/2012	Teaching: 84 Months Industrial: 0 Months	54500
4	Dr. K Siva Kumar (Assistant Professor)	Regular	25/07/2017	Teaching: 24 Months Industrial: 84 Months	54500

10. MCOM Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 3	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. M Jyothsna (Professor)	Regular	17/08/2009	Teaching: 108 Months Industrial: 0 Months	119000
2	Dr. MSV Prasad (Associate Professor)	Regular	05/02/2009	Teaching: 108 Months Industrial: 0 Months	106000
3	Dr. NR Mohan Prakash (Assistant Professor)	Regular	23/09/2014	Teaching: 48 Months Industrial: 0 Months	54500

11. MBA (HRM) Academic Session: January		Level: PG		No. of Fulltime Dedicated Faculty: 3	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. G Raghavaiah (Professor)	Regular	14/07/2010	Teaching: 96 Months Industrial: 0 Months	119000
2	Dr. YVVSSS Vara Prasad (Associate Professor)	Regular	29/09/2009	Teaching: 108 Months Industrial: 0 Months	106000
3	Dr. B Krishna Kumari (Assistant Professor)	Regular	02/01/2010	Teaching: 96 Months Industrial: 0 Months	54500

12. BCOM Academic Session: January		Level: UG		No. of Fulltime Dedicated Faculty: 13	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. I Bangara Raju (Assistant Professor)	Regular	22/09/2016	Teaching: 30 Months Industrial: 0 Months	54500
2	Ms. K Kusuma (Assistant Professor)	Regular	07/07/2012	Teaching: 72 Months Industrial: 0 Months	54500
3	Mrs. V Gowri Lakshmi (Assistant Professor)	Regular	19/06/2010	Teaching: 96 Months Industrial: 0 Months	54500
4	Dr. SG Rama Rao (Assistant Professor)	Regular	03/08/2013	Teaching: 64 Months Industrial: 0 Months	54500
5	Dr. Aruna Polisetty (Assistant Professor)	Regular	25/07/2017	Teaching: 24 Months Industrial: 0 Months	54500
6	Dr. Shaik Shamshuddin (Assistant Professor)	Regular	22/06/2010	Teaching: 96 Months Industrial: 0 Months	54500

7	Dr. K Sivananda Kumar (Assistant Professor)	Regular	30/08/2014	Teaching: 48 Months Industrial: 0 Months	54500
8	Dr. N Lalitha (Assistant Professor)	Regular	17/08/2016	Teaching: 27 Months Industrial: 0 Months	54500
9	Dr. Rajeshwari Panigrahi (Associate Professor)	Regular	11/10/2010	Teaching: 96 Months Industrial: 0 Months	106000
10	Mrs Geeta Madhuri Naidu (Assistant Professor)	Regular	25/07/2016	Teaching: 24 Months Industrial: 0 Months	54500
11	Mr. T Venkateswarlu (Assistant Professor)	Regular	08/02/2016	Teaching: 24 Months Industrial: 0 Months	54500
12	Ms. P Sobha Rani (Assistant Professor)	Regular	23/09/2014	Teaching: 48 Months Industrial: 0 Months	54500
13	Dr. GVK Kasthuri (Assistant Professor)	Regular	29/07/2017	Teaching: 23 Months Industrial: 0 Months	54500

13. Diploma in Environment and Sustainable Management
Academic Session: January Level: Diploma

No. of Fulltime Dedicated Faculty: 3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. N Srinivas (Professor)	Regular	09/04/2009	Teaching: 108 Months Industrial: 0 Months	119000
2	Mrs. B Padmavathi (Assistant Professor)	Regular	09/07/2009	Teaching: 108 Months Industrial: 0 Months	54500
3	Dr. V Saritha (Assistant Professor)	Regular	04/08/2011	Teaching: 84 Months Industrial: 0 Months	54500

14. Diploma in Communicative English
Academic Session: January

Level: Diploma

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Sri. P Subramanyam (Associate Professor)	Regular	18/01/2009	Teaching: 108 Months Industrial: 0 Months	106000
2	Dr. N Srinivasa Rao (Assistant Professor)	Regular	11/06/2012	Teaching: 84 Months Industrial: 0 Months	54500

15. BCOM
Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 13

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. I Bangara Raju (Assistant Professor)	Regular	22/09/2016	Teaching: 30 Months Industrial: 0 Months	54500
2	Ms. K Kusuma (Assistant Professor)	Regular	07/07/2012	Teaching: 72 Months Industrial: 0 Months	54500
3	Ms. V Gowri Lakshmi (Assistant Professor)	Regular	19/06/2010	Teaching: 96 Months Industrial: 0 Months	54500
4	Dr. SG Rama Rao (Assistant Professor)	Regular	03/08/2013	Teaching: 64 Months Industrial: 0 Months	54500
5	Dr. Aruna Polisetty (Assistant Professor)	Regular	25/07/2017	Teaching: 24 Months Industrial: 0 Months	54500
6	Dr. Shaik Shamsuddin (Assistant Professor)	Regular	22/06/2010	Teaching: 96 Months Industrial: 0 Months	54500
7	Dr. K Sivananda Kumar (Assistant Professor)	Regular	30/08/2014	Teaching: 48 Months Industrial: 0 Months	54500
8	Dr. N Lalitha (Assistant Professor)	Regular	17/08/2016	Teaching: 27 Months Industrial: 0 Months	54500

9	Dr. Rajeshwari Panigrahi (Associate Professor)	Regular	11/10/2010	Teaching: 96 Months Industrial: 0 Months	106000
10	Ms. T Geeta Madhuri Naidu (Assistant Professor)	Regular	25/07/2016	Teaching: 24 Months Industrial: 0 Months	54500
11	Mr. T Venkateswarlu (Assistant Professor)	Regular	08/02/2016	Teaching: 24 Months Industrial: 0 Months	54500
12	Ms. P Sobha Rani (Assistant Professor)	Regular	23/09/2014	Teaching: 48 Months Industrial: 0 Months	54500
13	Dr. GVK Kasthuri (Assistant Professor)	Regular	29/07/2017	Teaching: 23 Months Industrial: 0 Months	54500

16. Diploma in Communicative English Academic Session: July		Level: Diploma		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Sri. P Subramanyam (Associate Professor)	Regular	18/01/2009	Teaching: 108 Months Industrial: 0 Months	106000
2	Dr. N Srinivasa Rao (Assistant Professor)	Regular	11/06/2012	Teaching: 84 Months Industrial: 0 Months	54500

17. PG Diploma in Communication Skills Academic Session: July		Level: PG Diploma		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Sri. P Subramanyam (Associate Professor)	Regular	18/01/2009	Teaching: 108 Months Industrial: 0 Months	106000
2	Dr. P Ramachandra Rao (Assistant Professor)	Regular	26/06/2012	Teaching: 72 Months Industrial: 0 Months	54500

18. MBA (GENERAL) Academic Session: January		Level: PG		No. of Fulltime Dedicated Faculty: 5	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. L Renuka (Assistant Professor)	Regular	25/07/2017	Teaching: 24 Months Industrial: 0 Months	54500
2	Dr. G V Satya Sekhar (Associate Professor)	Regular	13/09/2013	Teaching: 60 Months Industrial: 0 Months	106000
3	Dr. UV Adinarayana Rao (Associate Professor)	Regular	27/07/2010	Teaching: 96 Months Industrial: 0 Months	106000
4	Dr. R Venugopal (Associate Professor)	Regular	20/08/2012	Teaching: 72 Months Industrial: 0 Months	106000
5	Dr. S Anjani Devi (Assistant Professor)	Regular	04/07/2013	Teaching: 60 Months Industrial: 0 Months	54500

19. MSc Biotechnology Academic Session: January		Level: PG		No. of Fulltime Dedicated Faculty: 4	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. SV Rajagopal (Professor)	Regular	03/08/2009	Teaching: 108 Months Industrial: 0 Months	119000
2	Dr. B Veerandra Kumar (Associate Professor)	Regular	07/07/2009	Teaching: 108 Months Industrial: 0 Months	106000
3	Dr. N Sai Kishore (Assistant Professor)	Regular	25/08/2012	Teaching: 84 Months Industrial: 0 Months	54500

4	Dr. K Siva Kumar (Assistant Professor)	Regular	25/07/2017	Teaching: 24 Months Industrial: 84 Months	54500
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20. MA English Academic Session: January		Level: PG		No. of Fulltime Dedicated Faculty: 4	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. Pradgna Chintakayala (Professor)	Regular	03/12/2007	Teaching: 108 Months Industrial: 0 Months	119000
2	Sri. P Subramanyam (Associate Professor)	Regular	18/01/2009	Teaching: 108 Months Industrial: 0 Months	106000
3	Dr. P Ramachandra Rao (Assistant Professor)	Regular	26/06/2012	Teaching: 84 Months Industrial: 0 Months	54500
4	Dr. N Srinivasa Rao (Assistant Professor)	Regular	11/06/2012	Teaching: 84 Months Industrial: 0 Months	54500

21. MA Economics Academic Session: January		Level: PG		No. of Fulltime Dedicated Faculty: 3	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. M Rama Mohan Rao (Associate Professor)	Regular	30/01/2010	Teaching: 96 Months Industrial: 0 Months	106000
2	Dr. K Manju Sree Naidu (Associate Professor)	Regular	08/09/2015	Teaching: 42 Months Industrial: 0 Months	106000
3	Dr. Radha Raghurama Patruni (Associate Professor)	Regular	25/09/2010	Teaching: 96 Months Industrial: 0 Months	106000

22. MCOM Academic Session: January		Level: PG		No. of Fulltime Dedicated Faculty: 3	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. M Jyothna (Professor)	Regular	17/08/2009	Teaching: 108 Months Industrial: 0 Months	119000
2	Dr. MSV Prasad (Associate Professor)	Regular	05/02/2009	Teaching: 108 Months Industrial: 0 Months	106000
3	Dr. NR Mohan Prakash (Assistant Professor)	Regular	23/09/2014	Teaching: 48 Months Industrial: 0 Months	54500

23. BA Academic Session: January		Level: UG		No. of Fulltime Dedicated Faculty: 10	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. K Ashok (Professor)	Regular	14/02/2009	Teaching: 108 Months Industrial: 0 Months	119000
2	Dr. N Deepa Mohan (Associate Professor)	Regular	22/11/2010	Teaching: 96 Months Industrial: 0 Months	106000
3	Dr. N Jhansi Rani (Assistant Professor)	Regular	11/05/2016	Teaching: 30 Months Industrial: 0 Months	54500
4	Dr. A Sasikala (Assistant Professor)	Regular	08/12/2016	Teaching: 30 Months Industrial: 0 Months	54500
5	Dr. B Padmanarayan (Associate Professor)	Regular	16/09/2009	Teaching: 108 Months Industrial: 0 Months	106000
6	Dr. P Asha (Assistant Professor)	Regular	14/08/2012	Teaching: 72 Months Industrial: 0 Months	54500

7	Dr. S Sri Lalitha (Associate Professor)	Regular	22/06/2010	Teaching: 96 Months Industrial: 0 Months	106000
8	Dr. M Sudha (Assistant Professor)	Regular	13/08/2015	Teaching: 36 Months Industrial: 0 Months	54500
9	Dr. N Lalitha (Assistant Professor)	Regular	18/08/2015	Teaching: 36 Months Industrial: 0 Months	54500
10	Dr. B Nalini (Associate Professor)	Regular	02/07/2009	Teaching: 108 Months Industrial: 0 Months	106000

24. MCA Academic Session: January		Level: PG		No. of Fulltime Dedicated Faculty: 4	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. V Nagalakshmi (Professor)	Regular	13/07/2009	Teaching: 108 Months Industrial: 0 Months	119000
2	Dr. T Uma Devi (Associate Professor)	Regular	23/09/2010	Teaching: 96 Months Industrial: 0 Months	106000
3	Mr. A Vara Prasad (Assistant Director)	Other	19/04/2010	Teaching: 96 Months Industrial: 0 Months	42000
4	Mr. VVSN Sastry (Assistant Director)	Other	22/02/2013	Teaching: 60 Months Industrial: 0 Months	42000

25. Diploma in Computer Applications Academic Session: January		Level: Diploma		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. T Uma Devi (Associate Professor)	Regular	23/09/2010	Teaching: 96 Months Industrial: 0 Months	106000
2	Mr. A Vara Prasad (Assistant Director)	Other	19/04/2010	Teaching: 96 Months Industrial: 0 Months	42000

26. PG Diploma in Communication Skills Academic Session: January		Level: PG Diploma		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Sri. P Subramanyam (Associate Professor)	Regular	18/01/2009	Teaching: 108 Months Industrial: 0 Months	106000
2	Dr. P Ramachandra Rao (Assistant Professor)	Regular	26/06/2012	Teaching: 72 Months Industrial: 0 Months	54500

Part - 6: Compliance status of 'Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy' – As per Annexure - VII of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Learning material (Print Media), Audio-Video Material: Quality Standards, Online Material: Quality Standards, Computer-based material: Quality Standards and Curriculum and Pedagogy: Quality Standards, as mentioned in the Annexure-VII of the Regulations.

CDL has developed course material for all the programmes, following the DEB norms. Training programs are being organized for preparation of course material. The courseware of all the programmes consists of printed course material, face-to-face interaction (weekend / personal contract programmes), assignments and select video lectures. The learners are given academic calendar at the time of admission that contains detailed schedule of academic / evaluation activities for the entire year and they are advised to strictly follow the schedule. The learners are also informed of all these activities through website, notifications released from time to time and advertisement through newspapers. Learners can also interact with the CDL through telephone, visiting website of the CDL and directly with the staff. Helpline and Helpdesk provide such connectivity, information

required and clarification of doubts. Thus pre-admission and post admission counseling are ensured. All the activities in CDL, starting from admissions to evaluation, are totally computerized. Student portal is accessible in the CDL website i.e., cdl.gitam.edu for lending student support services. A sophisticated studio established for webcasting lectures delivered by the faculty. Online Learning: Streaming of lectures (live and recorded), information dissemination and assignment submission are the important learning activities being offered. Live lectures are made available, recorded lectures are also uploaded into the website and they can be downloaded. Library facility is provided in the Administrative Building of CDL where course-wise textbooks are available for the use of learners. The learners will also be permitted to make use of Knowledge Resource Centre (University Central Library) on production of identity card.

Part - 7: Compliance status of 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017:

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.

The Centre identifies resource persons and constitutes Material Preparation Team which includes lesson writers with an editor for each course. They are then given training in the preparation of material in Self Learning Mode (SLM) inviting experts from outside. For every course a minimum of three meetings of Course Material Preparation Team are held to discuss and review the material prepared by each lesson writer. After a thorough review and editing, a 'print ready' copy is prepared. Video lectures are also integrated into the courseware in select programs and made available to the learners. Video lectures are streamed live through webcasting and the same lectures are also recorded and uploaded into CDL website for the benefit of the learners. Lectures are also recorded on DVDs and sent to learners.

Part - 8: Compliance status of 'Guidelines on Programme Project Report' – As per Annexure - IX of UGC(ODL) Regulations, 2017:

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 Project Reports are prepared as per the guidelines mentioned in the UGC Regulations 2017. Centre for Internal Quality Assurance Committee (CIQA) will approve the PPR.

Part - 9: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

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.

A Learner Support centre has established in the Head Quarters only

Part - 10: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

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.

A grievance cell has established in the Head Quarters and is headed by a Professor in the Capacity of Director/Joint Director/Deputy Director. Call centre will receive grievances from Learners either through telephone or mail mentioned in the prospectus. The same will be forwarded to the concerned section for clarification and after receiving the reply, same will be intimated to the learner. One mobile contact number was made available in each section like admissions, study materials, finance, evaluation etc and contact details were displayed in the website so that, learners can interact directly with the concerned persons. Regular reports will be collected from call centre and concerned sections about the state of received grievance. Normal grievances are about the SLM dispatch, change of specialization, Name corrections, medium change, announcement of results, Internal assignments, issue of certificates, etc.

Part - 11: Compliance status of 'Evaluation and Certification' – As per Regulations 13of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown separately in the grade card	No
2	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	Yes
3	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 approved by the Higher Educational Institution	Yes
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held in a subject unless the Higher Educational Institution is satisfied that at least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for "Term End Examination" shall not be less than 70%.	Yes
5	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	No
7	The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and 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
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	No
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes

Part - 11.2: Observer Report

[View](#)

Part - 12: Compliance status of 'Admissions and Fees' – As per Regulations 12 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	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 - as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes

2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes
3	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus 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. '7' to '17' below	Yes
4	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, and the other terms and conditions of such payment	Yes
5	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 course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
6	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
7	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution	Yes
8	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
9	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 course or programme of study and the amount of fee to be paid for the admission test	Yes
10	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 part time or visiting or contractual basis	Yes
11	Pay and other emoluments payable for each category of teachers and other employees	No
12	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes
13	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study	Yes
14	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes

Part - 13: Innovation and Best Practices

i) Innovation introduced during academic year

- Conduction of proctored online examination for semester-end examination.
- Student portal access to online content, information relating to study material and assessment details.

ii) Give Best Practices of Institution

- Maintenance of online data base and providing access to student at various phases like: admission phase, internal and external assessment phase and result declaration.
- Sending communication through SMS for various notifications relating to assignment submission, schedule of examinations and result declaration.

iii) Any other Information

- Proposal to commence new courses through online mode.

Part - 14: Plan of Institution for next year

• Proposal to provide online study material (pdf format) and video lectures • Proposal to conduct interactive sessions online mode for clarification on assignment submission, examination system and clearing any subject related doubts through e-mentoring system and blended learning.

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) Regulations, 2017 and its amendments.

Signature of the Director:

Signature of the Registrar:

Name of the Director: Prof. T. Srinivas

Name of the Registrar: Prof. D. Gunasekaran

Seal of the Director:

Seal of the Registrar:

Date of the Director: 25-03-2021

Date of the Registrar: 25-03-2021