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**OFFICE OF THE DIRECTOR  
DISTANCE AND ONLINE EDUCATION  
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY  
DEEMED TO BE UNIVERSITY, BHUBANESWAR**

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**Director  
Distance and Online Education  
KIIT Deemed to be University  
Bhubaneswar-751024  
Odisha**

**SCREENING EXPERT COMMITTEE  
OBSERVATIONS FOR HEIs ENTITLED TO OFFER PROGRAMME UNDER ONLINE MODE  
(Based on UGC (ODL Programmes and Online Programmes) Regulations, 2020)**

**Higher Educational Institutions Details**

FileNo.: 8-1/2022 (DEB-I)

<b>Name of HEI :</b>	<b>Kalinga Institute of Industrial Technology</b>
<b>State :</b>	Odisha
<b>Year of establishment of HEI :</b>	2004
<b>Type of HEI :</b>	Deemed-To-Be-University
<b>Registration ID :</b>	HEI-Exempted-U-0356
<b>Date of submission of proposal on Portal :</b>	09-12-2022
<b>Date of receipt of Hard copies of application:</b>	12-01-2023
<b>Learning Platform (SWAYAM/Non-SWAYAM):</b>	Non-SWAYAM
<b>URL of Learning Platform:</b>	https://www.kiitx.in/

**Programme complied earlier of the HEI, if any:-**

<b>Sr No</b>	<b>Name of Programme</b>	<b>Level of the Programme (UG/PG)</b>
1	BACHELOR OF ARTS (JOURNALISM AND MASS COMMUNICATION)	UG
2	BACHELOR OF BUSINESS ADMINISTRATION (MANAGEMENT)	UG
3	BACHELOR OF COMMERCE (HONS) (ACCOUNTANCY)	UG
4	MASTER OF ARTS (ECONOMICS)	PG
5	MASTER OF ARTS (JOURNALISM & MASS COMMUNICATION)	PG
6	MASTER OF ARTS (SOCIOLOGY)	PG
7	MASTER OF ARTS (TRIBAL STUDIES)	PG
8	MASTER OF COMMERCE (ACCOUNTANCY)	PG
9	MASTER OF COMMERCE (INTERNATIONAL BUSINESS)	PG

**Details of Fees Submitted**

<b>Sr No</b>	<b>Year</b>	<b>Session</b>	<b>Category</b>	<b>No of programme</b>	<b>Fee Amount</b>	<b>Bank Transaction Reference No</b>	<b>PaymentDate</b>
1	2022-23	January	Programme	4	70800.00	3751930324	24-06-2022
2	2022-23	January	Programme	2	88500.00	4245679049	09-12-2022

**OBSERVATIONS / RECOMMENDATIONS**

**HEI LEVEL CHECKS**

**I. HEI Level Compliances**

<b>Sr.No</b>	<b>Provisions</b>	<b>Conditions</b>	<b>System Observations</b>	<b>Bureau Observations</b>	<b>Expert Committee Observation</b>
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1	(i) NAAC Eligibility	i. NAAC certificate submitted	<a href="#">view</a>	Yes	OK
		ii. NAAC Score $\geq$ 3.26	3.52	Yes	
		iii. Valid as on date of application submission	Yes	Yes (Valid upto 01/08/2029)	
	(II) NIRF Eligibility	Rank in 2020 (University category)	- <a href="#">view</a>	24	OK
		Rank in 2021 (University category)	- <a href="#">view</a>	21	
		Rank in 2022 (University category)	- <a href="#">view</a>	20	
2	Affidavit	i. Original Affidavit	<a href="#">view</a>	Yes	OK
		ii. Affidavit As per standard format	Yes	Yes	
		iii. Duly notarized	Yes	Yes	
		iv. Undertaking submitted	<a href="#">view</a>	Yes	

Eligible :- Yes

Table I. Adherence to UGC Notification Specification of Degree, 2014

Sr. No	Name of the Programme	Level of the Programme (UG/PG)	In Drop down Menu /Any Other	Discipline	Specified Degrees	Entry Qualification	Duration	Expert Committee Observations
1	MASTER OF BUSINESS ADMINISTRATION (HR, MARKETING AND FINANCE)	PG	Any other	Business Administration/ Commerce/ Management/Finance	MASTER OF BUSINESS ADMINISTRATION	Bachelor's	2	OK
2	MASTER OF COMPUTER APPLICATIONS [ANY OTHER]	PG	Any other	Sciences	MASTER OF COMPUTER APPLICATIONS [ANY OTHER]	Bachelor's	3	OK Clarification has been received from the HEI that the duration of the MCA programme is two Years

Table II. Permissibility of Proposed Programme to be offered under online mode

Sr. No	Name of the Programme	Level of the Programme (UG/PG)	In Drop down Menu /Any Other	Whether offered in Conventional/ ODL mode	Atleast one batch passed out	Programme has Practical or laboratory courses as a curricular requirement (Yes/No)	Whether Regulatory Authority approval is required	Approval of Regulatory Authority Submitted (Yes/No/NA)	Complied/Not Complied	Remarks/Reason
1	MASTER OF BUSINESS ADMINISTRATION (HR, MARKETING AND FINANCE)	PG	Any other	Yes	14	No	No	NA	Complied	
2	MASTER OF COMPUTER APPLICATIONS [ANY OTHER]	PG	Any other	Yes	23	No	No	NA	Complied	

**Note :-**

**A.** As mandated by the Regulations, each Entitled HEI is required to submit an affidavit for ensuring compliance to all the provisions of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and the information collected from the HEI was to ascertain conformity to the following four provisions only:

1. Entitlement eligibility criteria of the HEI
2. Permissibility of proposed programmes to be offered under Online mode
3. Adherence to UGC Notification of Specification of Degrees, 2014
4. Prior approval of Regulatory Authority, wherever applicable

**B.** The HEI's are entitled to offer online programmes for the period, till they are complying NAAC or NIRF ranking requirements as per Regulation 3(B) (a) and if not, they shall discontinue the programmes and accordingly, inform the same to the UGC. The learners already enrolled in the current recognized programmes shall be allowed to complete the programmes in the laid down manner as per the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

**C.** Programmes under the ambit of Regulatory Authorities have been considered on the basis of communication/recommendation received separately from respective Regulatory Authority. In case of approvals/recommendations received from Regulatory Authority, HEI shall abide the conditions such as number of seats, valid academic year etc. mentioned in the relevant Regulatory Authority letter.

**D.** One chance will be given to the HEI for submitting Compliance/Clarification. If not complied, then the HEI can apply as afresh for next Academic Session.

**Remarks :-** 1. HEI has submitted regulatory approval from AICTE for MBA and MCA programmes.

2. 'MBA (HR, Marketing & Finance)' is considered as 'Master of Business Administration' only.

3. HEI will comply with the conditions of entry eligibility, validity of academic year, intake etc, as mentioned in the approval/NOC of the respective regulatory council.



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Date: 18 August 2023

**NOTE**

We are hereby proposing the following faculty members for the Center for Internal Quality Assurance (CIQA) for Online Learning (OL) programs.

Sl.No.	Name	Designation in CIQA
1	Prof. (Dr.) Saranjit Singh, I/C Vice-Chancellor, KIIT DU	Chairman
2	Prof. (Dr.) Jnyana Ranjan Mohanty, Registrar, KIIT DU	Co-Chairman
3	Mr Ashok Kumar Panda, COO, Military College of Mechanical and Electronics Engineering, Secunderbad	External Member
4	Dr Basanta Kumar Mishra, Global Head, Tech Mahindra, Hyderabad	External Member
5	Prof Arun Kumar Ray, Director (Academics), KIIT DU	Member
6	Prof. Santosh Kumar Pani, Controller of Examination, KIIT DU	Member
7	Prof. (Dr.) Keshab Das, Dean, School of Economics & Commerce, KIIT DU	Member
8	Prof. (Dr.) Suva Kanta Mohanty, Director, School of Management, KIIT DU	Member
9	Prof. Nachiketa Tarasia, Dy Director, EAM Division, KIIT DU	Member
10	Mr. Sudhir Satapathy, Director, Finance, KIIT DU	Member
11	Mr. Prasanta Kumar Mohapatra, Director, Admissions, KIIT DU	Member
12	Dr. Sutanu Mangal, Asst. Registrar, KIIT DU	Member
13	Dr. Siddharth Swarup Rautaray, Dean, Quality Assurance, KIIT DU	Member
14	Prof. (Dr.) Sanjib Moulick, I/C Director, Distance and Online Education	Member Secretary

This note is submitted for kind approval.

Registrar

**Director  
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Date: 28 August 2023

**Minutes of the CIQA Meeting held on 25 August 2023 at Conference Hall 4, Campus 6**

A meeting of the Center for Internal Quality Assurance (CIQA) for Online Learning programs being offered by KIIT DU was held on 25 August 2023 at Conference Hall 4, Campus 6 the following members were present.

Sl.No.	Name	Designation in CIQA
1.	Prof. (Dr.) Saranjit Singh, I/C Vice-Chancellor, KIIT DU	Chairman
2.	Prof. (Dr.) Jnyana Ranjan Mohanty, Registrar, KIIT DU	Co-Chairman
3.	Mr Ashok Kumar Panda, COO, Military College of Mechanical and Electronics Engineering, Secunderbad	External Member
4.	Dr Basanta Kumar Mishra, Global Head, Tech Mahindra, Hyderabad	External Member
5.	Prof Arun Kumar Ray, Director (Academics), KIIT DU	Member
6.	Prof. Santosh Kumar Pani, Controller of Examination, KIIT DU	Member
7.	Prof. (Dr.) Keshab Das, Dean, School of Economics & Commerce, KIIT DU	Member
8.	Prof. (Dr.) Suva Kanta Mohanty, Director, School of Management, KIIT DU	Member
9.	Prof. Nachiketa Tarasia, Dy Director, EAM Division, KIIT DU	Member
10.	Mr. Sudhir Satapathy, Director, Finance, KIIT DU	Member
11.	Mr. Prasanta Kumar Mohapatra, Director, Admissions, KIIT DU	Member
12.	Dr. Sutanu Mangal, Asst. Registrar, KIIT DU	Member
13.	Dr. Siddharth Swarup Rautaray, Dean, Quality Assurance, KIIT DU	Member
14.	Prof. (Dr.) Sanjib Moulick, I/C Director, Distance and Online Education	Member Secretary

The Chairman welcomed all the members to the meeting and provided an overview of the Centre for Internal Quality Assurance (CIQA) established at KIIT DU. He stressed the importance of CIQA in regulating the programs offered through Online Learning (OL). Additionally, he emphasized the need for continuous quality improvement and encouraged efforts to make additional programs available on the Online Learning platform for the benefit of students and society.

## Minutes Of Meeting (MOM)

### 1.1 Review and approval of quality assurance mechanism for OL programs

The Centre for Internal Quality Assurance (CIQA) aims to establish a comprehensive and adaptable internal quality assurance system to deliver high-quality higher education programs through Online Learning. Its functions include:

- i. Identifying key areas where KIIT DU should maintain quality standards.
- ii. Overseeing the development of Study Learning Materials (SLM), integrating Information and Communication Technology (ICT), establishing Learning Centres, and coordinating with the parent institution and relevant regulatory authorities.
- iii. Promoting quality assurance by organizing seminars, conferences, and workshops.
- iv. Creating mechanisms to gather feedback from various stakeholders, analyzing it, and recommending corrective actions.
- v. Holding periodic meetings with internal and external experts to ensure continuous quality improvement.
- vi. Ensuring the implementation of recommendations through regular monitoring and developing mechanisms for this purpose.
- vii. Encouraging the participation of all stakeholders—learners, teachers, staff, parents, society, employers, and the Government—in quality improvement processes.
- viii. Collaborating with Subject Matter Experts (SMEs) to enhance learner-centric education continuously.
- ix. The members agreed to the proposed mechanism and suggested reviewing it after one year.

### 1.2 Curricula and other materials prepared for the following Programs

1. Bachelor of Business Administration (Management)
2. Bachelor of Commerce (Accountancy)
3. Master of Arts (Economics)
4. Master of Commerce (Accountancy)
5. Master of Commerce (International Business)
6. Master of Business Administration
7. Master of Computer Application

### Approval of Academic Calendar

#### **Academic Calendar (ONLINE EDUCATION)**

<b>1<sup>st</sup> Semester, Session 2023-24 &amp; 2<sup>nd</sup> Semester, Session 2022-23</b>	
Access to LMS	Immediate after Enrolled in Programme
Live Session Period	1st Sept to 30th Nov
Assignment Submission	30 <sup>th</sup> Nov.
Online Exam	15th Dec to 31st Dec
Online Result	Before 31 <sup>st</sup> January

The Admission Batch Closure Date is as per UGC Norms; and subject to change.

- ✓ No Exams on Sundays and Public Holidays Assessments:
- ✓ Assignments (Continuous Internal Evaluation- CIA)
- ✓ Each subject has 2 assignments which is part of Internal Continuous Evaluation (CIA)

- ✓ Each Assignment would have Objective Type of questions (MCQ Type Questions)
- ✓ Students should submit each assignment within a semester / year before appearing for their exams.
- ✓ Weightage for Internal Continuous Evaluation (CIA) is 30%
- ✓ Each Assignment would be of 50 questions with 2 marks each.
- ✓ Passing criteria in each assignment is 50%

### Semester End Online Examinations

Students will complete the online exam form for the Slot Booking Process through the University website. While filling out the form, they will choose the exam date, time slot, and subject. The Controller of Examinations will then release an exam notification specifying the dates for each subject. The student would get three choices for online exam time slots on each day to complete the said exams.

- 10 am to 12 pm
- 12.30 pm to 2.30 pm
- 3 pm to 5 pm

- ✓ Online Exams would be for 2 hours each subject and it would be a mix of questions (Objective Type 52 Questions with 1 mark each – Total 52 marks) and 3 subjective questions (6 marks each – Total 18 marks) Total 70 Marks
- ✓ The weightage for Semester End Online Examinations is 70%
- ✓ To appear for the examination, student need to complete the assignments as per last date provided by the university.

1. Approval of Subject Learning Materials (SLM) prepared by various experts for the programs offered through OL.
2. The CIQA resolved that the SLM prepared by the various experts meet the standards and approved the same.
3. Marketing and admission strategy for the programs offered through OL of KIIT DU.

The Chairman asked whether an additional plagiarism check had been conducted, and the Member Secretary confirmed that the programs had been reviewed using the Turnitin plagiarism tool during the proposal submission, with appropriate modifications made as necessary. The members then approved the curricula and other supporting learning materials for the programs mentioned.

The meeting concluded with a vote of thanks from Prof. (Dr.) Sanjib Moulick, I/C Director, Distance and Online Education.

  
 Director, OL(I/C)  
 (Member Secretary, CIQA)

**Director**  
**Distance and Online Education**  
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Date: 17 January 2024

**Minutes of the CIQA Meeting held on 15 January 2024 at Conference Hall 4, Campus 6**

A meeting of the Center for Internal Quality Assurance (CIQA) for Online Learning programs being offered by KIIT DU was held on 15<sup>th</sup> January 2024 at Conference Hall 4, Campus 6 the following members were present.

Sl. No.	Name	Designation in CIQA
1	Prof. (Dr.) Saranjit Singh, Vice Chancellor, KIIT DU	Chairman
2	Prof. (Dr.) Jnyana Ranjan Mohanty, Registrar, KIIT DU	Co-Chairman
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12	Dr. Sutanu Mangal, Asst. Registrar, KIIT DU	Member
13	Dr. Siddharth Swarup Rautaray, Dean, Quality Assurance, KIIT DU	Member
14	Prof. (Dr.) Sanjib Moulick, I/C Director, Distance and Online Education	Member Secretary

The Chairman welcomed all members to the meeting and provided an overview of the functions of the Centre for Internal Quality Assurance (CIQA) established at KIIT DU. He emphasized that CIQA should play a key role in regulating the programs offered through Online Learning (OL).

**Minutes Of Meeting**

The aim of the Centre for Internal Quality Assurance (CIQA) is to establish and maintain a

thorough and adaptable internal quality assurance system to deliver top-notch higher education programs in the online learning mode. Its functions, among other things, will include the following:

1. Activities conducted by CIQA
2. PPRs for all programmes to be offered in OL mode.
3. SLM and e-LM for OL mode programmes of the session 2022-23, January 2023 and session 2023-24, July 2023.
4. Review of Annual Plan for Quality Enhancement for session 2023-24
5. Academic Calendar

ACADEMIC CALENDAR: July Batch 2023, 2<sup>nd</sup> Sem. for session 2023-24 & January Batch 2023, 3<sup>rd</sup> Sem. for session 2023-24

**Approval of Academic Calendar**

**Academic Calendar (ONLINE EDUCATION)**

<b>3<sup>rd</sup> Semester, Session 2022-23 &amp; 2<sup>nd</sup> Semester, Session 2023-24</b>	
Access to LMS	Immediate after Enrolled in Programme
Live Session Period	30th March to 30th June
Assignment Submission	Last Date 31st July
Online Exam	15 Aug to 30 Aug
Online Result	30th Sept

The Admission Batch Closure Date is as per UGC Norms; and subject to change.

- ✓ No Exams on Sundays and Public Holidays Assessments:
- ✓ Assignments (Continuous Internal Evaluation- CIA)
- ✓ Each subject has 2 assignments which is part of Internal Continuous Evaluation (CIA)
- ✓ Each Assignment would have Objective Type of questions (MCQ Type Questions)
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- ✓ Online Exams would be for 2 hours each subject and it would be a mix of questions (Objective Type 52 Questions with 1 mark each – Total 52 marks) and 3 subjective questions (6 marks each – Total 18 marks) Total 70 Marks

- ✓ The weightage for Semester End Online Examinations is 70%
  - ✓ To appear for the examination, student need to complete the assignments as per last date provided by the university.
6. Approval of Subject Learning Materials (SLM) prepared by various experts for the programs offered through OL.
  7. The CIQA resolved that the SLM prepared by the various experts meet the standards and approved the same.
  8. Marketing and admission strategy for the programs offered through OL of KIIT DU.

The Chairman recommended creating separate brochures for the programs offered through Online Learning and submitting them to the Admissions section for advertisement in the print media, to inform prospective students.

The meeting concluded with a vote of thanks delivered by Prof. (Dr.) Sanjib Moulick, I/C Director, Distance and Online Education.



Director, OL(I/C)

(Member Secretary, CIQA)

**Director**  
**Distance and Online Education**  
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