KARNATAKA STATE OPEN UNIVERSITY
Mukthagangotri, Mysuru-570 006

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2017-18 to 2021-22 (5 years)

Prepared and Analysed
by
Centre for Internal Quality Assurance (CIQA)

Vision of the University:

To be one among the top five Open Universities in India by providing quality higher education with emphasis on learners' transformation through multidisciplinary, relevant, accessible and affordable academic programs, that equip the learners to face the emerging personal and societal challenges.

Mission of the University:

- To foster the open and distance learning environment that promotes excellence in teaching, research, creativity, innovation, and entrepreneurship;

- To promote personal and professional success of learners in order to enable them to contribute for sustainable, scientific, technological and socio-economic growth at state, national and global level.

- To meet various quality criteria established by University accreditation agencies and to be one among of top five Open Universities in terms of score.

- To facilitate, strengthen and expand the network of Regional Centres and Learner Support Centres for providing equitable, flexible, accessible, and effective learning opportunities to contribute to national gross enrolment ratio.

- To contribute to the national development by producing competitive workforce with requisite domain knowledge, skill, aptitude, competency and confidence with outstanding academic portfolios.

- To inculcate, ethics and values in life, care for conservation of natural resources and protection of environment, culture, constitutional commitments for promoting the inclusive development for social wellbeing.

Objectives of the University:

- Democratizing higher education by taking it to the doorsteps of the learners

- Providing Access to high quality education to all those who seek it, irrespective of age, caste, sex, socio-economic background

- Offering need – based academic programmes by giving professional and vocational orientation to the Programme.

- Promoting and developing distance education in Karnataka

- Providing opportunities to the learners to study at Pace

- Flexibility in choosing the combination of courses from a wide range of disciplines

Core Values:

- **Lifelong Learning:** The University System fosters an environment that promotes a lifelong learning for its constituents and uses feedback from learners, academic peer, employers. Regulators and supporters to improve the quality of its teaching, learning and support. KSOU has a heterogeneous group of learners age of 18-80 years.

- **Quality:** The University System holds a strong commitment to rmeet the bench mark determined by the regulators in all aspects of its learning activities, learning outcomes, and support services including the extension programs. It seeks to continuously strengthen the overall effectiveness of its operations.

- **Integrity:** The University System conducts its operations and makes its public representations in an ethical manner. It assesses its operations in an open and collaborative manner and practices fairness, honesty, and objectivity in dealing with its constituencies.

- **Access:** The University System seeks to broaden access to its higher education programs by all the segment of the society who wish to engage the organization in their learning goals.

- **Equity:** The University system treat all the stake holders equally without any discrimination.

- **Collaboration:** The University collaborates with recognized colleges, industries and institutions to provide access, skills, employability and capacity building among learners and thereby to achieve excellence in the university operations.

- **Accountability:** The University is accountable to its constituencies and the public for fulfilling its mission in an appropriate manner by openly assessing its operations and by inviting external evaluations by public agencies.

- **Affordability:** The University render the services at affordable price

About the University:

Karnataka State Open University (KSOU), Mysuru, is a State Public University established by the act of State Legislature in 1992, and was brought into force on 1st June 1996. Ever since its establishment, KSOU has been pro-actively engaged in fulfilling the national objectives of higher education i.e., to achieve ACCESS, EQUITY, QUALITY, AFFORDABILITY and ACCOUNTABILITY.

A Pioneer and Premier Centre of Higher Education under Open and Distance Learning (ODL) system, KSOU was carved out of illustrious University of Mysore in 1996. Before becoming the university, KSOU was an Institute of Correspondence Courses and

Continuing Education (ICC&CE) of the University of Mysore which was established in 1969.

The motto of KSOU - "HIGHER EDUCATION FOR EVERYONE, EVERYWHERE", promises to reach out to those unreached - to all those higher education aspirants. The Open University was established in pursuance of National Policy on Education, NPE-1986 on the recommendation of Central Education Advisory Board MHRD, Government of India.

The working professionals, households, the disadvantaged sections of the society and people from backward regions, who cannot pursue education through 'in-class'/conventional mode get new opportunities to learn through distance education mode.

The Karnataka State is a leading state in the higher education sector with a GER of 25.3% (for 2018-19, AISHE), the role of KSOU is vital in enhancing the GER of the state to much higher level. The KSOU has created an excellent academic and administrative infrastructure, not only at its headquarters in Mysore, but also at its 21 regional centers across the state.

Headed by His Excellency, the Governor of Karnataka, who is the Ex-Officio Chancellor, while the Minister for Higher Education is the Ex-Officio Pro-Chancellor, and the Vice-Chancellor is the principal Academic and Executive officer of the university, the KSOU is a body corporate comprising of the Chancellor, Vice-Chancellor, Registrar, the members of BoM, Academic Council, Dean (Academic), Registrar (Evaluation), Finance officer among other officers of the university.

The contribution of the KSOU for the ODL system is invaluable. With the entire State has its jurisdiction, KSOU has established 21 Regional Centers, in addition to recognizing a good number of affiliated Colleges as Study Centers across the State. Significant is the role of KSOU in enhancing the GER of the State. In terms of providing quality and relevant education, the role of KSOU is commendable. The Courses, Curriculum, Study Materials, Contact Classes, Method of Testing, Transparency in the conduct of Examination, Evaluation and announcement of results.

The quality of SLMs, Radio talks, audio-video lecturers produced 'in-house studios' housed on the main campus have earned the admiration of a large community of distance learners across the Country as well as outside the Country. MBA, M. Com, Media studies, MA and Education Programs are some of the most sought-after courses among others.

Admission to courses is done twice-a-year in the month of January and June as per the UGC-DEB guidelines, and the admissions are done online. Access to E-content, E-access to SLM's, Books and journals in the main library; on-line lectures are additional advantages to KSOU students. Establishment of Science labs, Audio-Video, virtual labs, Re-establishment of Radio station – 'JNANA VANI' are among the notable digital initiatives, the KSOU has launched since the re-recognition of KSOU by UGC from 2018-19.

Well-known is KSOU for its students support services - establishment of Skill Development Center; Training Center for competitive Examinations, Campus Recruitment drives, online and off-line counselling; on-line admission; digital payments of all kinds of fee payment are some of the pro-student recent undertakings of the KSOU.

Lodging facilities in Hostels for students coming for coaching classes, Skill development programs and Contact classes in a clean-green environment is yet another student support service. With state of the academic infrastructure; online and off-line student support, KSOU is a dream institution for distance learners.

General Information:

Name & Address of the University	Karnataka State Open University, Mukthagangotri, Mysuru-570006.	
Name of the Vice-Chancellor of the University	Prof. Vidyashankar S	
Year of Establishment	1996	
Departments and Programs Offered		
Sl. No.	Name of the Department	Programs offered
1	Kannada	• BA • MA • Ph.D.

2	English	• BA • MA • Ph.D. • Diploma in Communicative English
3	Hindi	• BA • MA • Ph.D.
4	Telugu	• MA • Ph.D.
5	Urdu	• BA • MA
6	Sanskrit	• BA • MA
8	History	• BA • MA • Ph.D.
9	Economics	• BA • MA • Ph.D.
10	Political Science	• BA • MA • Ph.D. • Panchayat Raj Certificate Program
11	Sociology	• BA • MA • Ph.D.
12	Public Administration	• BA • MA • Ph.D.
13	Ancient History & Archelogy	• MA • Ph.D.
14	Journalism and Mass Communication	• MA • Ph.D.
15	Commerce	• B.Com • M.Com • PG Certificate in Financial Management. • Certificate program in English, Employment and Entrepreneurship • Ph.D.
16	Management	• BBA • MBA • PG Certificate in HRM • PG Certificate in Marketing Management • PG Certificate in Business Administration • Ph.D.
17	Education	• BA • B.Ed. • MA Education

		• Ph.D.
18	Physics	• B.Sc. • M.Sc.
19	Chemistry	• B.Sc. • M.Sc. • Ph.D.
20	Mathematics	• B.Sc. • M.Sc.
21	Environmental Science	• B.Sc. • M.Sc. • Ph.D.
22	Microbiology	• B.Sc. • M.Sc. • Ph.D.
23	Biotechnology	• B.Sc. • M.Sc. • Ph.D.
24	Biochemistry	• B.Sc. • M.Sc. • Ph.D.
25	Psychology	• BA • M.Sc. • Ph.D.
26	Geography	• BA • M.Sc. • Ph.D.
27	Food Science & Nutrition	• B.Sc. • B.Sc. Home Science • M.Sc. Food and Nutrition Science • M.Sc. Clinical Nutrition & Dietetics • Ph.D. • Diploma in Nutrition & Health Education • Post Graduate Certificate in Nutrition & Food • Under Graduate Certificate in Nutrition & Food
28	Computer Science	• B.Sc. • BCA • M.Sc. • Diploma in Computer Application • Post Graduate Certificate in Computer Application
29	Information Technology	• B.Sc. IT • M.Sc. IT • Diploma in Information Technology • Post Graduate Certificate in Information Technology • Under Graduate Certificate Program in Information Communication Technology. • Ph.D.
30	Botany	• B.Sc.

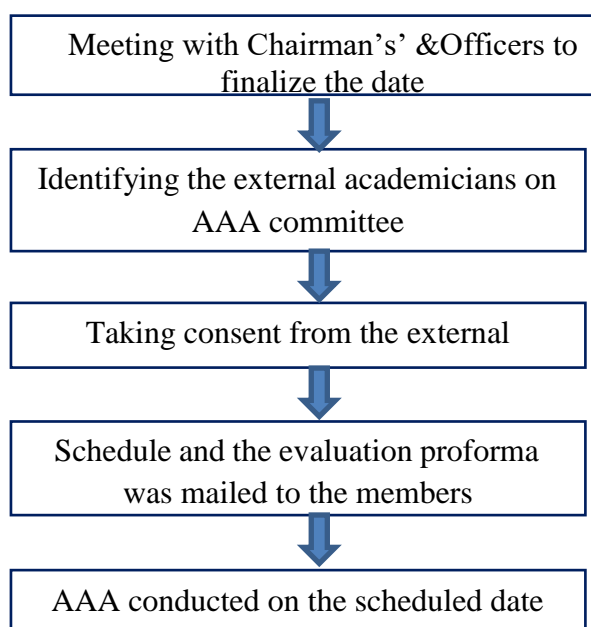| 31 | Zoology | • M.Sc. |
		• B.Sc.
		• M.Sc.
32	Library and Information Science	• B.Lib.ISc.
		• M.Lib.ISc.
		• Ph.D.

Academic and Administrative Audit (AAA):

The main objective of the audit is to review, assess, and evaluate the performance in domains of teaching-learning and evaluation process, research, extra-curricular and administrative aspects pertaining to academic departments of the university.

The review process is usually carried out by internal committee members and the external academicians. As a part of the audit process, the CIQA has structured a profoma for the evaluation based on the Criteria specified by NAAC. The criteria-wise evaluation of the academic department includes:

    I.   Curricular Aspects

    II.   Teaching-Learning and Evaluation

    III.   Research, Innovations and Extension

    IV.   Infrastructure and Learning Resources

    V.   Learner Support and Progression

    VI.   Governance, Leadership and Management

    VII. Institutional Values and Best Practices

Process Involved in conduct of AAA

The process involved for the AAA by the external members is given below

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┌─────────────────────────────────────┐
│   Meeting with Chairman's' &Officers │
│         to finalize the date         │
└─────────────────────────────────────┘
                  ↓
┌─────────────────────────────────────┐
│   Identifying the external academicians │
│          on AAA committee            │
└─────────────────────────────────────┘
                  ↓
┌─────────────────────────────────────┐
│     Taking consent from the external │
└─────────────────────────────────────┘
                  ↓
┌─────────────────────────────────────┐
│   Schedule and the evaluation proforma │
│      was mailed to the members       │
└─────────────────────────────────────┘
                  ↓
┌─────────────────────────────────────┐
│   AAA conducted on the scheduled date │
└─────────────────────────────────────┘
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As per the names suggested and their consent, Academic and Administrative Audit Committee for the last 05 years consisting of the following members was constituted by the University vide its notification '*KSOU/NAAC/AAA/02/2021-22, dated14.09.2022.*

AAA Committee for Inspection

Sl. No.	Name of the Members	Designation in the Committee
1.	Dr. Niranjan Raj S. Director CIQA	Chairman
2.	Dr. H. R. Jayapal Chairperson, DoS in Sociology	Member
3.	Dr. C. S. Manjunatha Chairperson, DoS in Geography	Member
4.	Dr. R.H.Pavithra Chairperson, DoS in Economics	Member
5.	Dr. M. S. Hemalatha Chairperson, DoS in Food Science & Nutrition	Member
6	Smt. Suneetha Chairperson, DoS in Computer Science	Member
7.	Dr. N.Ananda Gowda Chairperson, DoS in Political Science	Member
8.	Dr. H.K.Jagadeesh Babu Chairperson, DoS in Public Administration	Member
9.	Dr. N. R. Shilpa Rani Chairperson, DoS in Library & Information Science	Member
10.	Dr. P.Savitha Chairperson, DoS in Management	Member
11.	Dr. V.Mahesha Coordinator, CIQA	Member Convenor

The meeting of AAA committee was fixed on 16.09.2021. The AAA committee was assisted by the CIQA Director and members for conducting the audit. The Committee had a formal meeting with the Vice-chancellor and Registrar, Dean (Academic), Head of Departments and the coordinators during which the Director CIQA presented the overview of the university, developments and the achievements made. Members of the Committee were briefed about the objective of the audit and the procedure involved.

The members visited the departments, from 19.09.2022 to 21.09.2022 in a two batch to inspect the infrastructural facilities in the department such as classrooms, laboratories and interacted with the teaching staff and the technical staff to know the academic and administrative performance. All the related documents were presented to the members. After completing all stages of inspection and interactions in the department, AAA Report covering the observations was prepared for the respective departments by the member. Individual department evaluation sheets are enclosed with this report. Also, the

members visited the central facilities such as Examination section, IT Section, Finance Section, Admission, General Section, Computer center, placement cell, library and auditorium, and had interactions with the coordinators. Other general facilities were also verified.

Further, the Committee after completing all stages of inspection and interactions prepared the AAA report for the university covering the summarized observations and recommendations.
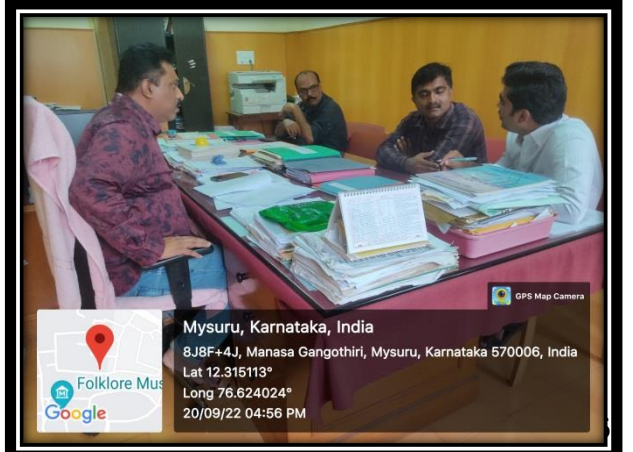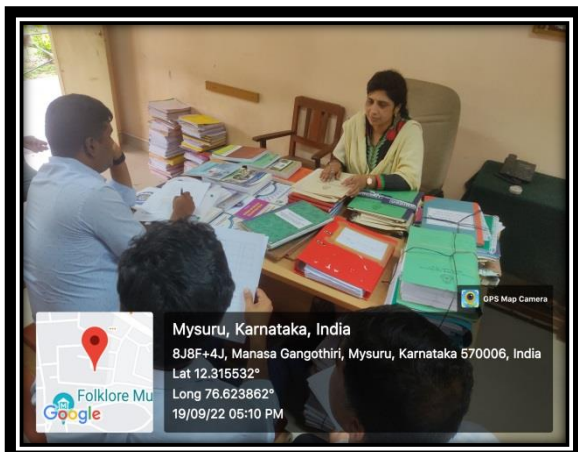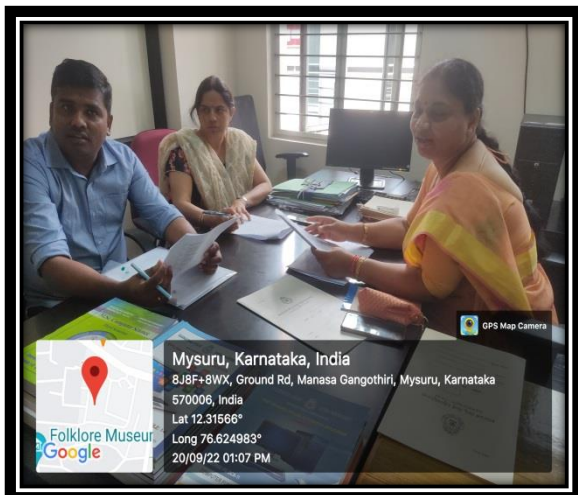
Glimpses of AAA Committee Visit

MEETING WITH DEPARTMENT CHAIRMAN'S AND SECTION HEADS AND COORDINATORS

INSPECTION OF RECORDS AND FILES DURING THE VISIT

DISCUSSION WITH THE DEPARTMENT HEADS

AAA Committee Report

Assessment Based on Information Furnished

Category	Description	Available
Approval from Competent Authority	UGC (DEB)	Yes/No
	AICTE	Yes/No
	NCTE	Yes/No
Governance	Board of Management	Yes/No
	Academic Council	Yes/No
	Finance Committee	Yes/No
	Board of Studies notification	Yes/No
	Proceedings of Board of Management	Yes/No
	Proceedings of Academic Council	Yes/No
	Proceedings of Finance Committee	Yes/No
	Proceedings of Board of Studies	Yes/No
	Examination	Yes/No
	CIQA and its meeting proceedings	Yes/No
	Placement Cell	Yes/No
	Competitive Examination Cell	Yes/No
	Prasaranga	Yes/No
	Virtual Lab	Yes/No
	Audio –Visual Studio	Yes/No
	Community Radio	Yes/No
	Guest House	Yes/No
	Anti-ragging committee	Yes/No
	Anti-Sexual Harassment Committee	Yes/No
	SC/ST/OBC Cell /Scholarship Cell	Yes/No
	Grievance Redressal Committee	Yes/No
	Alumni Association	Yes/No
	Office Automation (E-filing)	Yes/No
	Personal Files	Yes/No
	Budget Allocation	Yes/No
	Institution Website	Yes/No
	Biometric Attendance System	Yes/No

	Notice board	~~Yes~~/No
Other Facilities	CC TV installation	~~Yes~~/No
	Modern Teaching aids (Projectors, LCD & Laptops)	~~Yes~~/No
	Fire Extinguisher	~~Yes~~/No
	Medical/ Health Centre and Facility	~~Yes~~/No
	Canteen facility	~~Yes~~/No
	Sports facility	~~Yes~~/No
	Gym facility	~~Yes~~/No
	Hostels (separate for Women and Men)	~~Yes~~/No
	Vehicle Parking facility	~~Yes~~/No
	Photocopy Facility	~~Yes~~/No
	Backup for electricity supply	~~Yes~~/No
	Bank/ATM/Post Office	~~Yes~~/No
	Transport Facility	~~Yes~~/No
	Proper sewage Disposal System	~~Yes~~/No
	Adequate Drinking Water facility	~~Yes~~/No
	Solid Waste Management (Including E-waste)	~~Yes~~/No
	Rain Water Harvesting	~~Yes~~/No
	Sewage Treatment Plant	Yes/No
	Green Campus initiatives and Periodical Green Audit	~~Yes~~/No

Signature of the Audit Committee Chairman

Director
Centre for Internal Quality Assurance
Karnataka State Open University
Mukthagangothri, Mysuru - 570006

Signature of the CIQA Co-ordinator

Signature of the Registrar
REGISTRAR
Karnataka state Open University
Mukthagangotri, Mysuru-570 006.

Scores for AAA

Criteria	Metric No.	Key Indicator (KIs)	Max. marks	Marks awarded
I Curricular Aspects	1.1	Curriculum Planning, Design and Development	60	50
	1.2	Academic Flexibility	40	25
	1.3	Curriculum Enrichment	30	25
	1.4	Feedback System	20	15
		Total	**150**	90
II Teaching-Learning and Evaluation	2.1	Learner Enrolment	10	10
	2.2.	Catering to Learner Diversity	35	30
	2.3	Teaching-Learning Process	60	40
	2.4	Teachers and other Academics – Profile and Quality	55	45
	2.5	Evaluation Process and Reforms	40	35
	2.6	Learner Performance and Learning Outcomes	20	10
	2.7	Learner Satisfaction Survey	30	25
		Total	**250**	195
III Research, Innovations and Extension	3.1	Promotion of Research and Facilities	15	10
	3.2	Resource Mobilisation for Research	15	05
	3.3	Innovation Ecosystem	35	20
	3.4	Research Publications and Awards	70	40
	3.5	Consultancy	10	05
	3.6	Extension Activities	35	20
	3.7	Collab0ration	20	05
		Total	**200**	105
IV Infrastructure Learning Resources	4.1	Physical Facilities	20	20
	4.2	IT Infrastructure	40	40
	4.3	Learning Resources	40	35
		Total	**100**	95
V Learner Support & Progression	5.1	Learners Support	65	50
	5.2	Learner Progression	25	20

	5.3	Alumni Engagement	10	08
		Total	**100**	78
VI Governance, Leadership and Management	6.1	Institutional Vision and Leadership	10	10
	6.2	Strategy Development and Deployment	15	10
	6.3	Faculty Development/ Empowerment Strategies	30	20
	6.4	Financial Management and Resource Mobilization	20	15
	6.5	Internal Quality Assurance System	25	20
		Total	**100**	75
VII Institutional Values and Best Practices	7.1	Institutional Values and Social Responsibilities	50	40
	7.2	Best Practices	30	20
	7.3	Institutional Distinctiveness	20	15
		Total	**100**	75
		Grand Total	**1000**	713

Signature of the Audit Committee Chairman

Director
Centre for Internal Quality Assurance
Karnataka State Open University
Mukthagangothri, Mysuru - 570006

Signature of the CIQA Co-ordinator

Signature of the Registrar
REGISTRAR
Karnataka state Open University
Mukthagangotri, Mysuru-570 0

KARNATAKA STATE OPEN UNIVERSITY
Mukthagantori, Mysuru-570006

Academic and Administrative Audit for last 5 years

We, the members of the Academic and Administrative Audit team have conducted the Academic and Administrative Audit for the academic year 2017-18 to 2021-22 (05 years) of Karnataka State Open University, Mukthagangotri, Mysuru-06. During 19.09.2022 to 21.09.2022.
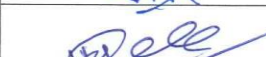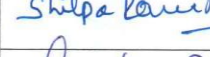
The marks obtained are ___713___ out of 1000 (_71.3_%)

Observations of Auditors:

1. Curricular Aspects and Examinations processes are progressing periodically in various departments of the university. While designing the curriculum proper care should be taken by the BOS of the concerned for maintaining overall quality and design the syllabus as per the industry expectations. Emphasis should be laid on introduction of new courses/Skill based courses in their domain.

2. The university may take note of the fact that the enrolment in some programs is low. It is opined that the university may take appropriate steps to increase the enrolment in those program giving more thrust to those departments.

3. The university may make provision for involvement of industry representative in Board of Studies and curricular development activities which in turn will help to develop and introduce skill based curriculum.

4. It is noticed that few departments have failed to maintain the student's feedback reports. The committee recommend the university to insist the department concerned to collect the feedback regularly and submit to CIQA for analysis.

5. Separate mechanism to be developed for disseminating the outcome of the students feedback analysis to the department concerned for further improvement.

6. The Faculty Members in each department needs be motivated and encouraged to actively take part in the research and publications. They should be encouraged properly to involve in consultancy and collaboration with the industry.

7. The IPR and Placement Cell needs to be more vibrant in the university.

8. It is recommended to the University for Regular Maintenance of the buildings with structured mechanism.

9. It is noticed that few departments have failed to follow the academic calendar. The university may take note of it to bring the parity among other programs.

10. Proper Communication flow has to be ensured among different divisions of the university including Regional Centres and Learner Support Centre.

Signature of Auditors:

Sl. No.	Name of the Members	Designation in the Committee	Signature
1.	Dr. Niranjan Raj S. Director CIQA	Chairman	
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10.	Dr. P.Savitha Chairperson, DoS in Management	Member	
11.	Dr. V.Mahesha Coordinator, CIQA	Member Convenor	

CIQA Coordinator

CIQA Director   Niranjan Raj S.
Director
Centre for Internal Quality Assurance
Karnataka State Open University
Mukthagangothri, Mysuru - 570006

Registrar
REGISTRAR
Karnataka state Open University
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