



**MINUTES OF THE 1ST MEETING OF CENTRE FOR INTERNAL
QUALITY ASSURANCE – HELD ON 10.01.2018 AT DDE**

The following members were present:

S. No.	Name
1	Prof. K.R. Iqbal Ahmed Director, DDE
2	Prof. Mohd. Akber Ali Khan Addl. Director, DDE
3	Prof. A. Ravinder Nath Dean, Academic Affairs
4	Prof. Syed Najamul Hasan Dean, School of Science
5	Prof. S.M. Rahmatullah Dean, School of Arts & Social Sciences
6	Prof. Badiuddin Ahmed Dean, School of Commerce & Business & Management
7	Prof. Fatima Begum Dean, School of Education & Training
8	Prof. Naseemuddin Farees Dean, School of Languages, Linguistic & Indology
9	Prof. Mohd. Shahid Controller of Examinations
10	Prof. Farida Siddiqui Director, IQAC (NAAC)
11	Mr. Mohammad Kamil Director, CIT
12	Prof. Gulfishan Habeeb Professor, DDE
13	Dr. Najmus Saher Associate Professor, DDE
14	Dr. Malik Rehan Ahmed Assistant Professor
15	Prof. Khazi Ziaullah Regional Director, Bangalore
16	Prof. P.F. Rahman Director, Directorate of Admissions
17	Prof. S.K. Naqvi Professor, DDE
18	Dr. P.S. Munawar Hussain Joint Registrar, DDE – Convener

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1. At the outset the Chairperson of the committee welcomed all the members for their participation in the meeting.
2. The Addl. Director, explained the role and importance of quality assurance in all activities of DDE through Centre for Internal Quality Assurance (CIQA) in the light of new regulations formulated by Distance Education Bureau, UGC.
3. The organizational structure and governance of the DDE was discussed. The members discussed about the need for constituting a sub-committee to examine the internal organization structure of the DDE and submit recommendations to CIQA. After discussion, it was resolved that since Prof. Prasad Committee (2010) and Prof. Venkaiah Committee (2016) dealt with the recommendations for internal organization structure of DDE, the teaching and non-teaching staff shall meet, review the functioning reallocate work and strengthen all the five (5) units. The Director has requested Prof. Naqvi to take initiative and prepare Standard Operating Procedures (SOP) in consultation and coordination with the Addl. Director, Prof. Naqvi, informed the members about the preparation stage of (Standard Operating Procedures(SOP). Members have suggested to constitute a sub-committee for preparing SOP.
4. The guidelines in respect of quality assurance for the preparation of SLM (Self Learning Material) as envisaged in annexures VII or VIII of the new formulated regulations of the UGC were circulated and briefly discussed. The committee also suggested to design feedback forms to be obtained from the students.
5. The committee appreciated online admissions of the students w.e.f. July 2018. The Centre for Information Technology coordinated by Prof. Naqvi is taking all necessary steps in this regards. However, follow-up of admissions and renewals may be taken offline. The committee suggested to have helpline numbers/ emails for the redressal of the grievance of students at the Headquarters.
6. The committee was informed about the stage of preparation of prospectus and academic calendar for July 2018. The committee suggested to create receipt of fees facility also on online basis.
7. The committee approved the revised application forms format for online basis admission of students.
8. The committee suggested that the Regional Directors/Asst. Regional Directors shall be asked to identify the institutions in their territorial jurisdiction for empanelment of Learner Support Centres/Study Centres so that the study centres are established in the

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Degree colleges as required by the new ODL regulations-2017 of the UGC. The committee approved the proforma designed for establishment and the empanelment of study centre and the guidelines prepared as per the UGC (ODL) Regulations 2017.

9. The programme project report of the courses offered under ODL by the DDE staff and uploaded with the online submission of application for recognition of courses for the Academic Year 2018-19 was discussed and committee appreciated the same.
10. The matter pertaining to integration of Information and Communication Technology to develop and implement innovative practices in major areas leading to quality enhancement in Open Distance Learning was discussed in detail. The candidates for new admission will submit the application form online. The work of data entry would be reduced at Regional Offices and the data would be made available at RCs as well as Headquarters. The committee suggested that the documents shall be verified at RCs/SRCs to ensure accountability. Prof. Naqvi appraised the committee about the push and pull services to be made available to the students and Google has agreed to provide this service free of cost.
11. The committee agreed with the proposal of organizing workshop ICT Capacity Building training programme for the staff of DDE including RCs/SRCs which is already approved by the competent authority. It is also informed to the members that this programme will be held in the month of February – March 2018.
12. The committee was informed about the need for re-designing and formulating course structure / syllabus and curriculum as per the new regulations and suggested to constitute an Academic Affairs Committee / Committee of Studies to discuss and recommend the academic matters pertaining to all the UG-PG subjects before taking it to the BoS.
13. The CIQA appreciated the idea of re-structuring of the programmes in order to make them relevant to the job market and expressed the need for reviewing the course structure and syllabus as per the convergence with regular courses.
14. The committee has been appraised with preparation of prospectus and academic calendar.
15. The proposal to organize a National Conference on Challenges of new UGC (ODL) Regulations – 2017 was approved by the committee which may be forwarded to the competent authorities for approval.

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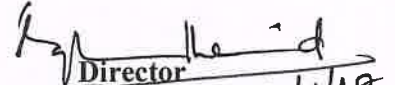


16. The CIQA members suggested to define the expectation from Standing Operating Procedures and to prepare and circulate the document pertaining to quality parameters, among all the members.

The meeting concluded with thanks to the Chair.


Joint Registrar


Addl. Director


Director
22/1/18