

مولانا آزاد نیشنل اردو یونیورسٹی
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MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited "A" Grade by NAAC)

Directorate of Distance Education

2nd CIGA



MINUTES OF THE 2ND MEETING OF CENTRE FOR INTERNAL
QUALITY ASSURANCE – HELD ON 09.05.2018 AT DDE

The following members were present:

S. No.	Name
1	Prof. K.R. Iqbal Ahmed Director, DDE
2	Prof. Mohd. Akbar Ali Khan Addl. Director, DDE
3	Prof. A. Ravinder Nath Dean, Academic Affairs
4	Prof. Syed Najamul Hasan Dean, School of Science
5	Prof. Shahida 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. Haseebuddin Qadri Director, IQAC (NAAC)
10	Mr. Mohammad Kamil Director, CIT
11	Prof. Gulfishan Habeeb Professor, DDE
12	Dr. Malik Rehan Ahmed Assistant Professor
13	Prof. P.F. Rahman Director, Directorate of Admissions
14	Prof. S.K. Naqvi Professor, DDE
15	Dr. P.S. Munawar Hussain Joint Registrar, DDE – Convener
16	Dr. Aftab Alam Assistant Registrar, Special Invitee

The following members are could not attend the meeting:

- Dr. Najmus Saher, Associate Professor
- The Controller, Controller of Examinations

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1. At the outset the Chairperson of the committee welcomed all the members for their participation in the meeting.

He informed the members that the main purpose of this meeting is to share the important discussions took place in the one day meeting organised by the NAAC in New Delhi, on 4th. May 2018, which was attended by both the Director and Addl. Director on "National Consultation Committee for Assessment and Accreditation (A&A) of Open and Distance Learning (ODL) Institutions". Addl. Director has informed the discussions took place in brief. A copy of the brief report of the proceedings of meeting held in Delhi is prepared and enclosed with it.

2. The members approved minutes of the first meeting of CIQA held on 10th January, 2018. Addl. Director has read the item-wise minutes of the meeting and action taken / progress initiated in regard to each item. One member requested for a copy of the minutes and all members asked to provide minutes of the meeting, in future by email. One member wrote a letter on 14.5.2018 and mentioned that in the first meeting of CIQA, it was resolved to recommend that DDE faculty should also be recognised as research supervisors and allotted research candidates.

3. **Approval of the initiative taken for B.Ed. Program Admissions: Academic Session 2017-18 :** Members were informed that the proposal of Directorate of Distance Education to announce admissions for B.Ed. (Distance Mode) 2017-18 has been accepted by the University and the admissions to batch 2017-18 has been notified. Members approved the initiatives taken for B.Ed. admissions for the batch of academic session 2017-18.

4. **Online Admission of B.Ed. Program for the Academic Session 2017-18**

In pursuance to the new ODL regulations as well as the decision of the CIQA taken in its first meeting in respect of integration of ICT in the academic and administrative processes of DDE, members were informed that the application for admission to B.Ed. (Distance Mode) 2017-18 have been invited through Online mode only. An in-house portal to allow this has been developed by Prof. S. Kazim Naqvi, Director, CIT, MANUU in close coordination with DDE. To comply with directives of Government of India, admission registration fee is also being received through On-line mode only.

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5. Initiatives taken for the Quality Assurance in preparation of SLM for conventional courses as well as B.Ed. Program: Additional Director, DDE apprised the members about the status of SLM and examination schedule for B.Ed. (DM) 2015-16 and 2016-17 batches. Members raised their apprehensions about the handling of B.Ed. 2017-18 batch when still previous two batches are running behind the schedule. Dean (Academics) informed that since there will be a difference of 6 months the B.Ed. DDE staff should follow the deadlines and stick to the time schedule in SLM completion.
6. **Proposal for Joint Effort of DDE and DTP for Quality Assurance in SLM Editing, Translation and Printing:**

Citing reference to the B.Ed. (DM) SLM preparation work, the Additional Director, DDE explained that in order to ensure the quality, the SLM material has been reviewed thoroughly by the Coordinator, B.Ed. (Distance Mode) and a number of improvements have been made. Standard formats as prescribed by DEB have also been shared with the Directorate of Printing and Publishing MANUU. The Director, Directorate of Printing & Publication (DTP) and Director DDE both have emphasised that if the DDE and DTP work together in the process of SLM writing, translation/editing work, the quality of work will be much improved. The matter pertaining to quality assurance in translation, editing and printing of self learning material was taken up for discussion and the members agreed that there shall be coordination and concerted efforts between and among the DDE, DTP and the Deans of Schools and HODs of departments. The Director, Directorate of Printing & publishing also brought to the notice of the members that for improving the quality of contents, the Directorate has now made provisions to invite external experts for writing the SLM.

Members suggested that the existing SLM in the form of PDF of B.Ed. (Distance Mode) SLM presently available on the website be updated / replaced with the latest version of the material, the print form 1st. year SLM may be given before commencement of examinations. It is also suggested that the time schedule / deadlines be given to complete the writing of 2nd. Year SLM.

The Director as well as Addl Director have apprised the members about the quality assurance measures taken for preparation of self learning material for B.Ed.(DM) programme under Distance mode. The members discussed the matter and appreciated the same.

7. **Revision of rates of remuneration and other charges for UG/PG LSC/Study centers and B.Ed. Programs:**

The revised rates of remuneration for part time staff and academic counsellors of learner support centres as approved by the competent authority was placed before the

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committee. These revised rates are applicable w.e.f. 01-04-2018. The approval has also been notified by the Registrar, MANUU on 16-04-2018. The members appreciated the revision of rates.

8. Resubmission of Online Application for Recognition of Distance Mode Programs to Offer From the Academic Session July 2018.

Members were informed that in pursuance of the Public Notice F.No.74-8/2017 (DEB-IV) dated 28-07-2018 of DEB, Directorate of Distance Education, MANUU had submitted an online application in prescribed format for recognition of its ODL program for the academic session beginning July, 2018. However, UGC has issued another Public notice wherein it mentioned that all those HEIs applied Online for recognition in October 2017 'Stand cancelled'. Again, in the month of April 2018, UGC has invited online applications from all eligible Higher Educational Institutions (HEIs) for offering ODL programmes from the academic session beginning in July, 2018. In response, DDE, MANUU has re-submitted the revised Online application in the last week of April 2018. The printed copies of the application are sent to the UGC-DEB as per its requirements.

9. Preparation of Prospectus for Academic Session beginning July 2018

Prof. Gulfishan Habeen informed the members that draft Prospectus for the session beginning July 2018 is ready. However, assistance of English & Urdu Typists is required to complete the related DTP work. She requested the Director, DDE to arrange for the assistance.

10. Shifting of the existing Study Centres and Establishment of the New Learner Support Centres/Study Centres as per the new regulation.

Additional Director, DDE apprised the members about the efforts being made for establishing new Learner Support Centres as per new ODL regulations 2017 and shifting of the existing study centers other than HEIs to HEIs (Affiliated Degree/PG Colleges). The Dean (Academics) has proposed a tripartite model of agreement between existing study centers, HEIs and the DDE, MANUU. He said that this type of tie-up with the HEIs through tripartite agreement particularly for term end examinations would be helpful in fulfilling the new UGC ODL Regulations. The members discussed his proposal and opined that this may not be suitable to fulfil the UGC requirements. To expedite the matter members suggested re-floating the Expression of Interest, asking the existing Coordinators to identify the HEIs in the nearby areas and approach them and undertaking other ways of publicizing the requirements.

11. Revival of SRC Lucknow and Shifting of SRC Hyderabad

The addl. Director informed members that the Sub-Regional Center, Lucknow, was not functional for the past few years. The members were informed that on the

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initiative taken by the DDE, the Hon'ble Vice Chancellor, has approved to revive the functioning of SRC Lucknow w.e.f April 26, 2018. It will carry out the activities from the newly hired building of Lucknow Campus.

Similarly, members were further informed that efforts are underway to establish SRC Hyderabad Campus at a suitable location preferably in Old city area. Members suggested to explore possibility at Haj House Building also near Nampally. One member also opined that it can be established in Kurnool or Cuddapah districts of A.P.

12. Approval of the Proforma to be followed by the Inspection Committee for Physical Inspection and Submission of Report:

A proforma devised by the DDE was also placed before the members. Members appreciated it and requested a copy of the Proforma to enable them review it thoroughly and give suggestions, if any. The Chairperson, requested the members to provide their suggestions for improvement in the Proforma through email addressed within a week's time.

13. To discuss about preparation of Course Structure of B.A./B.Sc./B.Com. and M.A. as per CBCS Scheme template for UG and PG programs through Distance Mode

The new UGC (ODL) Regulations 2017 stipulated norms for CBCS System and credit based delivery. The credit points under CBCS scheme as required under the DEB regulation was designed for each programme offered by DDE. The same was placed before the committee and the committee appreciated efforts for the DDE.

A document template containing the modalities of CBCS adoption in UG and PG programs of DDE in convergence with the regular mode programs along with course wise credit distribution, was placed before the members for their review and comments. Dean, Academic Affairs, Prof. Ravinder Nath explained various facets of the document and its compliance with the Credit requirements as envisaged by UGC. After discussions on the matter, members expressed their satisfaction on the document and provisions made therein.

Additional Director, DDE placed on record the appreciation for contributions made by Prof. Ravinder Nath in developing the CBCS structure template for Distance Learning programs.

14. ICT initiatives and proposal to Conduct Online Admissions for all UG and PG Programs through Distance Mode

It was decided that the admission to all UG and PG programs for the ensuing academic session July 2018 shall be made through online mode after the approval of UGC from the academic year 2018-19.

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Prof. S. Kazim Naqvi reported the following ICT initiatives taken by DDE and CIT during the past few months:

- Online Registration Facility for Students of B.Ed. (Distance Mode) 2015-16 and 2016-17 batches.
- Online Hall Ticket generation for B.Ed. (Distance Mode) 2015-16 and 2016-17 batches
- Online Form-D for CoE's office in respect of B.Ed. (DM) 2015-16 and 2016-17 batches
- Online B.Ed. (Distance Mode) Admission for the Session 2017-18
Push SMS Facility for DDE Students

15. NAAC National Consultative Meeting for A&A of ODL Institutions: Brief Report of the discussion

The Ministry of HRD, Govt. of India has constituted a National Consultation Committee Meeting for Assessment and Accreditation of Open and Distance Learning (ODL) Institutions. NAAC, Bangalore has convened the first one day meeting which was held at Delhi on 4th. May 2018. The Director DDE & chairperson of CIQA and Addl. Director attended the meeting of the consultative committee.

The Director DDE and Additional Director, DDE informed the members about the discussions held during the NAAC National Consultative Meeting which was attended by both of them. They briefed the members about the possible criterions of award of points, methodology, unit of assessment, impact of feedback etc.

16. Any Other Matter:

The Addl. Director informed the members that Prof. K.R. Iqbal Ahmed, the Director & Chairman of CIQA (DDE) is retiring on superannuation from MANUU on 31st. May 2018. The Director & Chairman, CIQA, DDE profusely thanked the University, the Hon'ble Vice-Chancellor, the Pro Vice-Chancellor and the Registrar and all the CIQA members for their support and cooperation. The members also conveyed their greetings and wishes to the Director.

The matter concluded with thanks to the Chair.

[Signature]
Joint Registrar

[Signature]
Addl. Director 16/5/2018

[Signature]
Director 16/05/18

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