

Directorate of Distance Education

Minutes of the Meeting of Centre for Internal Quality Assurance (CIQA) Committee of DDE

A meeting of Centre for Internal Quality Assurance (CIQA) of DDE was held on 26.03.2021 at 04:30 pm at Conference Hall, Administrative Building, MANUU for consideration of Monitoring Mechanism and Annual Plan for Quality Enhancement developed by Directorate of Distance Education for its implementation in view of UGC-DEB Regulations.

The following members were present:

1. Prof. S.M. Rahmatullah, Hon'ble Vice-Chancellor, MANUU - Chairman
2. Prof. Siddiqui Mohammed Mahmood, Registrar, MANUU - Member
3. Prof. Mohammed Sami Siddiqui, Director, CPDUMT - Member
(Participated Online through Google Meet)
4. Prof. Mohammed Naseemuddin Farees, Head, Dept. of Urdu - Member
5. Prof. Parveen Jahan, Head, Dept. of Zoology, MANUU - Member
(Participated Online through Google Meet)
6. Prof. V. Venkaiah, Former Vice-Chancellor, Krishna University, A.P. - Member
(Participated Online through Google Meet)
7. Prof. S. Jeelani, Director, CDVL, University of Hyderabad - Member
(Participated Online through Google Meet)
8. Dr. P.S. Munawar Hussain, Joint Registrar, DDE - Member
(Participated Online through Google Meet)
9. Dr. Mohd. Jamaluddin Khan, Deputy Registrar, Finance - Member
10. Prof. Abul Kalam, Director, DDE - Member-Secretary

Prof. P.H. Mohammad, Head, Dept. of Sociology, and Prof. Nikhat Jahan, Professor of Urdu-DDE could not attend the meeting due to their pre-occupations.

At the outset, Hon'ble Vice-Chancellor, Chairperson of the Committee welcomed all the members and thanked them for making it convenient to attend the meeting of Centre for Internal Quality Assurance (CIQA) Committee of DDE in person and online through Google Meet. Thereafter, the Vice-Chancellor asked the Director, DDE to take up the Agenda items.

Director, DDE, Member Secretary presented the Agenda Items:

Agenda Item No. 1: Monitoring Mechanism to Ensure Proper Implementation of Programme Project Reports.



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1. The Directorate shall present before the Centre for Internal Quality Assurance (CIQA) the Academic Calendar (from admission notification to declaration of results) in the first CIQA meeting of each academic year along with reasons of deviations, if any.
2. The Directorate shall present programme-wise admission data before the CIQA along with 5-year trend, and possible reasons for significant drops in admissions, if any.
3. The Directorate shall present statistics for Registration vs. Application gap for each programme, along with possible reasons before the CIQA.
4. The Directorate shall present statistics for Registration into follow-on courses along with programme-wise drop-out ratio before the CIQA.
5. The Directorate shall present programme-wise Re-registration data for each semester/academic year before the CIQA.
6. The Directorate shall present the revisions of syllabi and related development of Self-Learning Material, if any before the CIQA.
7. The Exam Branch through the Directorate shall present the programme and course-wise statistics of *Students Appeared, Absentees, Pass/Fail, First Division, Unfair Means, Re-evaluation and Re-counting* (along with change in marks) and *Observers' Reports* (for all Exam Centres) for each semester/academic year before the CIQA.
8. The Exam Branch through the Directorate shall present programme-wise and semester/year-wise statistics of dispatch of Marks Memos for each semester/academic year before the CIQA.
9. The Exam Branch through the Directorate shall present the course-wise list of evaluators for all programmes whose services were utilized for each semester/academic year before the CIQA.
10. The Exam Branch through the Directorate shall present the details of Result Moderation Committee along with its composition before the CIQA.

The Committee thoroughly discussed each and every point mentioned above and approved the same.



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Agenda Item No. 2: Annual Plan for Quality Enhancement

The Directorate shall devise an Annual Plan for each academic year for quality enhancement and ensure its implementation.

The annual plans shall include the following:

1. Subject-related training for faculty.
2. Open and Distance Learning-related training for faculty.
3. Workshops for non-teaching staff and other supporting staff.
4. Training for RC/SRC staff, Academic Counsellors and LSC staff.
5. Ensuring requisite infrastructure and adequate manpower at headquarters, RCs/SRCs and LSCs.
6. To develop mechanism for gathering relevant information/data that can be used for future planning.
7. Launching of new courses/ programmes.
8. Train the faculty to design, develop and deliver online programmes.
9. Train the faculty to design, develop and deliver Massive Open Online Courses (MOOCs).
10. To gather alumni data specific to the DDE for each programme.

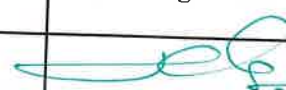
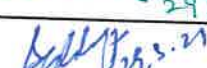
The Committee discussed the above points and some minor suggestions of the Committee Members were well taken and included in these minutes. The Members agreed to the above Agenda Items and approved.

Meeting concluded with the vote of thanks to the Chair.

29/3/21

Prof. Abul Kalam
Director, DDE & Member Secretary

Prof. S.M. Rahmatullah 29/3/21
Hon'ble Vice-Chancellor & Chairperson

Sl. No.	Name	Designation on Committee	Signature
1	Prof. S.M. Rahmatullah, Vice-Chancellor, MANUU	Chairperson	
2	Prof. Siddiqui Mohammed Mahmood, Registrar, MANUU	Member	

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University, Accredited with "A" Grade by NAAC)



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3	Prof. Mohammed Abdul Sami Siddiqui, Director, CPDUMI, MANUU	Member	Online Participated
4	Prof. Mohammed Naseemuddin Farees, Head, Dept. of Urdu, MANUU	Member	<i>M. S. U.</i>
5	Prof. Parveen Jahan, Head, Dept. of Zoology, MANUU	Member	Online Participated
6	Prof. V. Venkaiah, Former Vice-Chancellor, Krishna University, AP	Member	Online Participated
7	Prof. S. Jeelani, Director, Centre for Distance and Virtual Education, University of Hyderabad, Hyd.	Member	Online Participated
8	Dr. P.S. Munawar Hussain, Joint Registrar, DDE, MANUU	Member	Online Participated
9	Dr. Mohd. Jamaluddin Khan, Dy. Registrar, Finance, MANUU	Member	
10	Prof. Abul Kalam, Director, DDE	Member Secretary	<i>29/5/21</i>