MAULANA AZAD NATIONAL URDU UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

A meeting of 9ᵗʰ CIQA was held on Thursday, 26ᵗʰ May, 2022 at 3 pm at the Conference Hall, MANUU Campus, Gachibowli, Hyderabad. Following members attended the meeting offline;

Sr. No	Name	Designation
1	Prof. Syed Ainul Hasan, VC, MANUU	Chairperson
2	Prof. Sk. Ishtiaque Ahmed, Registrar, MANUU	Member
3	Dr. P.S. Munawar Hussain, FO &Joint Registrar, DDE	Member
4	Prof. N.I. Mulla, Professor, DDE	Member
5	Prof. Nikhat Jahan, Professor, DDE	Member
6	Prof. Gulfishaan Habeeb, Professor, DDE	Member
7	Prof. Syed Alim Ashraf, HOD, Dept. of Arabic, MANUU	Member
8	Prof. Mohd. Fariyad, HOD, Dept. of MCJ, MANUU	Member
9	Dr. Zair Hussain, COE, MANUU	Special Invitee
10	Prof. Mushtaq Ahmed I. Patel, Professor, DDE	Special Invitee
11	Prof. Najmus Saher, Professor, DDE	Special Invitee
12	Prof. Rabbe Subhani, Professor, DDE	Special Invitee
13	Dr. Sayyad Aman Ubed, Asso. Professor, DDE	Special Invitee
14	Prof. Mohd. Razaullah Khan, Director, DDE	Member Secretary

Following members participated online;

Sr. No	Name	Designation
1	Prof. H. Alim Basha, Dept. of Physical Sciences, MANUU	Member
2	Prof. V. Venkaiah, Adviser (DDE, MANUU) &Former VC, Krishna University, A.P.	Member
3	Prof. S. Jeelani, Director, CDVL, University of Hyderabad	Member

At the outset Director, DDE welcomed the members and with the permission of chair presented agenda items before the committee in seriatim.

The minutes of the meeting are as under;

9.1 Confirmation of Minutes of the 8ᵗʰCIQA Meeting held on 25ᵗʰ November, 2021

The minutes of the 8th CIQA meeting held on 25th November 2021 were confirmed.

9.2 ITEMS FOR REPORTING/RATIFICATION

9.2.1 *Recognition of the Programmes from UGC-DEB for the year 2021-2022 (January Session 2022 and July, 2022 Sessions)*

The UGC-DEB has recognized following programmes of DDE:

S. No	Programme	Period of Recognition
1	B. Com	2021-22, academic session beginning January, 2022 to 2025-26
2	M. A (Urdu)	
3	B. A (General)	2022-23, academic session beginning July – August, 2022 to 2026-27
4	M.A (English)	
5	M.A (Islamic Studies)	

The committee noted and ratified the same.

9.2.2 *DDE Prospectus for the Academic year 2021-2022(January Session 2022)*

The committee ratified Prospectus for the Academic year 2021-2022(January Session 2022).

9.2.3 *Academic Planner / Calendar for the year 2021-2022(January Session 2022)*

The committee ratified the Academic Calendar for the year 2021-2022(January Session 2022)as presented and appended as **Exhibit 1.**

9.2.4 Online Remedial Classes for the Students of ODL Programmes

The DDE has conducted additional online classes for blended learning for students of various disciplinesin ODL Programmes who are spread all over India and suffered under the situation of Covid-19. This programme was overwhelming and successful and received good response from the students and their parents especially girl students. The students and parents have requested to continue this practice because of benefits of the students and resolving their problems/doubts on the spot. Online classes will be offered in addition to personal contact – cum – counselling sessions at LSCs.

The committee appreciated the initiative of DDE and advised to continue the same.

9.2.5 Establishment of New LSCs/Study Centres/PCs

The University has established 20 new Learner Support Centres/Study Centres and 01 exam centre at different regions of the country on the recommendations of the Regional Directors/Asst. Regional Directors of Regional/Sub-Regional Centres and Scrutiny Committee of DDE and 3 new programme centres of B.Ed (ODL)were also approved.

The Lists of LSCs/PCs is appended as **Exhibit 2.**

9.2.6 Closing of Underperforming LSCs/Study Centres

The University has closed 12 centres at different regions on the basis of either under-performance or centres not willing to continue further as LSC. The committee noted and ratified the same. The list of LSCs is appended as **Exhibit 3.**

9.2.7 Process of DDE Admissions through SAMARTH

The DDE has adopted online admissions through SAMARTH from Academic year 2021-2022(January Session 2022) with the approval of competent authority. The committee noted and ratified the same.

9.2.8 Revision in the Length of SLM Units (Prof. Venkaiah's Committee Report)

A Committee, under the Chairmanship of Prof. V. Venkaiah, former Vice Chancellor, Krishna University, AP and Advisor, DDE, MANUU, was constituted by the Honourable Vice- Chancellor i/c to review the length of SLM Units on the recommendations of CIQA committee meeting held on 25.11.2021. The Committee's recommendations are as under:

i.   SLM in print form/eSLM, the recommended pages range for each Unit at PG/UG levels may be fixed as 12-18 pages.

ii.   The print form/eSLM will be supplemented by eContent in the form of Audio Video lessons and digital content available on Open Educational Resources (OER).

iii.   Wherever the scope of Unit is very limited, the number of pages in such a unit may be less than the prescribed page limit.

iv.   The number of credits stipulated by UGC shall be maintained.

The credits as stipulated in UGC-DEB Regulations, 2020 are as under:

Credit Value of Course	Size of SLM Range
2 Credits	6-10 Units
4 Credits	14-20 Units
6 Credits	20-28 Units
8 Credits	30-34 Units

The committee discussed and approved the recommendations of Prof. V. Venkaiah Committee with a suggestion that for Lab Manual the renumeration shall be proportionate to the range of average 15 pages (Generally one SLM unit carries 12 to 18 pages). The report of the committee is appended as **Exhibit 4.**

9.2.9. Exams of MIL and EVS

The Exams of B.A / B.Com MIL(Modern Indian Language) – Urdu / Hindi and Environmental Science(EVS) under AECC for 1st Semester of 2019 Batch could not be conducted, so it was resolved to conduct the pending MIL-Urdu / Hindi and AECC-Environmental Science along with other courses in ensuing Semester examination.

The committee noted and ratified the same.

9.2.10 Course Structure of 2018 Batch

The Honourable Vice-Chancellor had convened a meeting on 12/5/2022 to resolve the issues pertaining to DDE, Exams. The PVC, Director - CIT, COE, Director - DDE, Registrar and Dean – Academic, were present. In the meeting, the Hon. Vice-Chancellor directed to finalize the course structure of 2018 Batches. Accordingly, it was corrected and finalized by the co-ordinators of various programmes. The structure, credit details and paper titles etc. of UG (Annual Mode 2018 Batch) has been submitted to Exam Branch and CIT for their needful action. The details are appended as **Exhibit 5.** The committee noted and ratified the same.

9.2.11 Generic Electives (GE) / Discipline Specific Elective (DSE), Skill Enhancement (SE) Course for the students of 2018-19 Batch

The Generic Electives (GE) Discipline Specific Elective (DSE), Skill Enhancement (SE) Course for the students of 2018-19 Batch were finalized and approved. The details of the titles are as under:

1. BA- 3rd Year

Sl. No.	Course Title
1	Economics- TajzeeyatiMaashiyat
2	Urdu Zubano-Adab
3	History- Tarikh-e- Hind (1526 to 1947)
4	Sociology- Usool-e- Samajiyaat
5	Kaarobari Tanzeem

2. B.Sc.- 3rd Year

Sl. No.	Course Title
1	Museology
2	Urdu Zubano-Adab
3	Management Theory
4	Tourism Management

3. B.Com.- 3rd Year

Sl. No.	Course Title
1	Museology
2	Urdu Zubano-Adab
3	Economics- TajaziyatiMa'ashiyat
4	Tourism Management

4. Generic/Skill Electives for M.A (Arabic) – Semester Mode

It was proposed to offer the courses **'Teaching and Learning'** and **'Introduction to Public Administration'** as Generic Electives for M.A (Arabic). The committee approved the same.

5. M.A. English Elective Courses (current second year Annual Batch)

The current 2nd Year Batch of M.A English is the last batch in Annual Mode with old SLM. To avoid printing cost and to facilitate conduct of examinations, it is proposed to freeze the electives as per availability of SLM. Accordingly, the following papers are now offered for this batch:

Paper 5 – Literary Criticism and Theory
Paper 7 – Indian English Literature
Paper 9 – Australian Literature
Paper 11 – American Novel

For UG English Courses, including all the pending courses of 2018 and 2019 batches, the courses have been finalized as under:

2018 Batch - CBCS (Annual Mode)

	1st Year	2nd Year		3rd Year	Remarks
Core Course (6 Credits) BA/B.Com	English (General English 1 Old SLM)	English 2 (General English 2 Old SLM)	Modern Indian Literature New SLM	British Literature New SLM	Old SLM for 1st and 2nd Papers and New SLM for 3rd and 4th papers
AECC (2 Credits)* BA/B.Com/B.Sc (Exam conducted for 4 credits)	Communicative English (General English 2 Block 1 Old SLM)	—	—	—	OLD SLM
Discipline Specific Elective (6 Credits) BA/B.Com	—	—	—	—	Candidates will select DST for other two optional course NOT ENGLISH
SEC (4 Credits) B.Sc	Creative Writing in English	—	—	—	Offered as one time measure ONLY for 2018 batch of B.Sc 1st Year Students
MIL / English Compulsory Course (6 Credits) BA / B.Com	—	—	—	—	MIL / ENGLISH was not introduced for 2018 batch
GE	---	----	----	----	NO GE Course offered in English

2019 Batch - CBCS (Semester Mode)

	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester
Core Course (6 Credits) B.A	English 1 (General English Old SLM)	Modern Indian Literature New SLM	British Literature New SLM	Literary Cross Currents New SLM	—	—
AECC - 2 (2 Credits) BA/B.Com/B.SC	Communicative English (General English 2 Block 1 Old SLM)	—	—	—	—	—
Discipline Specific Elective (6 Credits) BA	—	—	—	—	Media and Communication Skills New SLM	Academic Writing New SLM
SEC	---	-----	-----	-----	-----	-----
MIL / English Compulsory Course (6 Credits) BA / B.Com	—	Integrated Skills- 1 New SLM	—	Integrated Skills- 2 New SLM	----	----
GE	---	-----	----	----		

2020 Batch - CBCS (Semester Mode)
NEW SYLLABUS

	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester
Core Course (6 Credits) B.A	Individual and Society	Modern Indian Literature	British Literature	Literary Cross Current	—	—
AECC (4 Credits) BA/B.Com/B.SC	English Communication Skills	—	—	—	—	—
Discipline Specific Elective (6 Credits) BA				—	Media and Communication Skills	Academic Writing
SEC	---	-----	-----	-----	-----	-----
MIL / English Compulsory Course (6 Credits) BA / B.Com	—	Integrated Skills- 1	—	Integrated Skills- 2	----	----
GE	---	----	-----	----		

The Committee ratified the same.

9.10.12 Progress of SLM (Self Learning Material)

The progress of SLM was discussed and the committee expressed its satisfaction.

9.10.13 Empanelment of SLM writers

On the recommendation of the 8th CIQA notification inviting expert SLM writers was issued vide press release and advertisement on 23rd February 2022. A total of 63 Applications have been received. These SLM writers are being empanelled subject wise.

The Committee noted and ratified the same.

9.3   ITEMS FOR CONSIDERATION

9.3.1   To Consider Re-Admission Policy of UG/PG Programmes of DDE(*Annexure 9*)

A committee under the chairmanship of Prof. V. Venkaiah was formed to look into the matter of Re-Admissions and frame a policy thereof. The draft policy is placed before the CIQA for consideration. The committee discussed the policy and approved the same. The Re-Admission Policy is appended as **Exhibit 6.**

9.3.2   To consider the shifting of Sub-Regional Centre from Chandani Chowk to Varanasi

As per the decision of Executive Council of the University, the Sub-Regional Centre of Chandani Chowk is to be shifted to Varanasi as it is the constituency of Honourable Prime Minister. In this regard, necessary permissions may be sought from the regulatory bodies. The committee discussed the matter and decided to send a letter to UGC to inform the decision of the University.

9.3.3   To Consider the Seat Matrix of B.Ed. (DM) Programmes

The DDE sought Programme Center wise Seat Matrix of B.Ed (ODL) programme from the Academic Section and Directorate of Admissions in the light of approved existing reservation policy of the University. Subsequently a letter was received from DOA mentioning the seat matrix that is as under;

Intake				63	
	Horizontal Reservation	62%	33%	5%	
Vertical Reservation	Category	Merit	Women	PwD	Total
40.5	General	17	9	1	27
27	OBC	10	6	1	17
15	SC	6	3	0	9
7.5	ST	3	1	0	4
10	EWS	4	2	0	6
100	Total	40	21	2	63

As per the seat matrix, each programme center will have 63 seats and total number of seats for 20 programme centers will be 1260.

The committee discussed the same and approved the seat matrix.

9.3.4 To Consider Revision of Remuneration/Honorarium for the Part Time Staff (PTS), Academic Counsellors of LSCs and Remuneration for SLM Writing /Editing / typing etc.

A committee was constituted with the approval of the Vice Chancellor dated 7th December, 2021, to review the Remuneration / Honorarium for the Part Time Staff and Counsellors of Learner Support Centers / Programme Centers and SLM related work. The committee held the meetings on 04.01.2022, 06.01.2022 and 17-01-2022. The report of the committee is appended as **Exhibit 7.**

The committee approved the same. However, the remuneration in respect of writing of manuals for practical examinations, shall be paid in proportion to the rate of remuneration for one unit of Self-Learning Material, considering 15 pages as average number of pages for one Unit of SLM.

9.3.5 Examination Rules and Regulations for ODL

The shift from annual mode to semester mode; from non CBCS to CBCS; and percentage to credit weightage necessitates framing of examination rules and regulations. for ODL. A committee may be constituted with two external experts, two members each from DDE and examination branch with CoE as Chairperson.

The committee discussed and approved the same.

9.3.6 To Consider Budget for Display Boards to All the LSCs/PCs

The LSCs/PCs require display boards for easy identification and the convenience of the students as well as publicity of the University and programmes. Presently, the budget is Rs. 3000 /- and it may be enhanced to Rs. 5000/- per LSC. The display board shall be uniform and will show MANUU@25 Logo (As per requirement).

The committee discussed and approved the same. However, it is resolved to allow the amount on requirement basis only.

9.3.7 Refund of FEE to Students due to cancellation of admissions directly or through CIT/ F&A/ SAMARTH

For the January, 2022 admission batch and onwards, it is proposed to decide whether to consider Refund of Cancellation of Students Fee as per university norms directly or through CIT/ F&A/ SAMARTH.

The committee discussed the matter and resolved that DDE should present the list; CIT should endorse the same then F & A will make the refunds directly to students.

9.3.8 To consider LSC performance where strength is less

It was observed that some of the Learner Support Centres (LSCs)/Study Centres have low strength of the students. In view of that, a meeting of Administration and Finance Unit of DDE has been convened on 31.03.2022 under the chairmanship of Dr. N.I. Mulla, Professor of Commerce, DDE to take measures for improvement in enrolment and to give its suggestions / recommendations. Recommendations of the Committee are as under:

i. The Committee found that there are 15 LSCs in the list in which the students' strength is below 50, therefore it is suggested to issue a letter to improve the strength and keep the LSC under observation for one year. If the LSC strength does not improve, that LSC shall be deemed closed automatically without further process.

ii. If the students' strength falls below 50 at any LSC, it will be converted into exam centre for that academic session and under such cases honorarium shall not be paid for that academic session.

iii. PTS honorarium will be paid to the examination centres only for the period in which the examination is conducted.

iv. If the examinations are held in one month and/or a part thereof, the part time staff honorarium will be paid in full for each month of the examination.

v. There should be enough number of students enrolled (preferably more than 50) at each LSC in order to cover up the operating cost and other variable expenditure, failing which it is not advisable to run the LSC and continue it further.

The committee discussed and approved the same.

9.3.9 Online Mode Assignment for the Students of UG/PG Admitted in January / July, 2022 Session through Google form:

It was proposed that there is a requirement to change the existing system of Assessment. It is proposed to set an online system of Assessment from the session January, 2022. In this regard, the CIT department may be requested to give an option of Assessment in Dashboard on the Students IUMS Portal. The assignment/questionnaire must be uploaded on the student portal by university. Students can also upload the assignment if the assignment is descriptive in nature or through a Google form in case of an objective assessment. Students shall be given an option to upload the assignments on their respective portals and a receipt of the submission of assignments may also be generated for any further clarification. The committee appreciated the initiative and approved the same.

9.3.10 Synchronous and asynchronous Learning through IMC-MANUU YouTube Channel for Current Admission batch and onwards:

An additional Counselling Session for current admission batch may be scheduled/ organized with the help of IMC at the University level instead of solely at DDE level. The IMC will record the sessions through Resource Persons identified by DDE faculty and upload the same on university website. In this way university will serve the purpose of Additional Counselling

Session and recorded videos will be available on university website for a long time. Through Streamyard platform, the classes can be streamed lived for synchronous learning and the lesson will remain available on YouTube for asynchronous learning.The committee appreciated the initiative and approved the same.

9.3.11 Credit Weightage as per UGC–CBCS in Regular and ODL Mode of Education:

The Academic Affairs unit proposes that credit weightage must be as per UGC/CBCS in regular and ODL mode of education. It was observed that the credit weightage granted to Ability Enhancement and Skill Enhancement courses for BA is 4 credits while for B.COM it is 2 credits in regular. Since the SLM to be provided to BA /B.Com will be same, therefore, the credits must be as per the UGC –CBCS regulations.The committee discussed and approved the same.

9.3.12 Inviting proposals from MANUU faculty for Certificate and Diploma Courses through ODL:

DDE may propose the launch of new certificate and diploma courses as UGC ODL Regulations allow HEIs to introduce and run certificate and diploma courses without prior approval of UGC DEB. The certificate and diploma courses may be skill based or employment based and may be designed to attract more intake into ODL by undertaking needs analysis. The proposed certificate and diploma courses may also be designed as SEC/GE under CBCS with credit transfer facility as per guidelines.DDE proposed to involve its own staff and faculty across MANUU to propose, design and deliver the certificate and diploma courses.The committee appreciated the initiative and approved the same.

9.3.13 To consider the representation of DDE Faculty as regular members in DRC, BoS and School Boards of their respective departments and schools of the University

The committee discussed the matter seriously and decided to place the matter before the Academic Council of the University.

9.3.14 Introduction of new Programmes in future

The committee discussed the matter and asked to prepare the proposals for introduction of the new programmes.

9.3.15 Any other Item with the permission of the Chair.

(i)   The HOD of Dept. of Arabic, Prof. Alim Ashraf Jaisi has proposed to offer the M.A (Arabic) programme in Arabic as well as in Urdu as medium of instruction.

Director, DDE
&Member-Secretary

Vice–Chancellor
Chairperson