



**DIRECTORATE OF DISTANCE EDUCATION**

**Minutes of 13<sup>th</sup> CIQA Meeting**

A meeting of 13<sup>th</sup> CIQA (Centre for Internal Quality Assurance) committee of DDE was held on Tuesday, 28<sup>th</sup> May, 2024 at 11:30 am in the Conference Hall, Administrative Building, MANUU Campus, Hyderabad. Following members were present in the meeting:

Sl. No.	Name of the Members	Designation
1.	Prof. Syed Ainul Hasan, Vice-Chancellor, MANUU	Chairperson
2.	Prof. Sk. Ishtiaque Ahmed, Registrar, MANUU	Member
3.	Prof. V. Venkaiiah, Former VC, Krishna University, AP	Member
4.	Prof. S. Jeelani, Director, CDVL, HCU	Member
5.	Prof. Gulfishaan Habeeb, Professor, DDE	Member
6.	Prof. Nikhath Jahan, Professor, DDE	Member
7.	Prof. Mohammad Fariyad, Head, Dept. of MCJ, MANUU	Member
8.	Prof. H. Aleem Basha, School of Sciences, MANUU	Member
9.	Dr. Mohd Jamaluddin Khan, Deputy Registrar, F&A	Member
10.	Dr. Zair Hussain, Controller of Examinations	Special Invitee
11.	Prof. Ramesh Ghanta, Retd. Professor, MANUU	Special Invitee
12.	Dr. Sayyad Aman Ubed, Associate Professor, DDE	Special Invitee
13.	Dr. Badiuddin, RD, Exams. MANUU	Special Invitee
14.	Prof. Mohd Razaullah Khan, Director, DDE	Member Secretary

Prof. N.I. Mulla, Professor, DDE MANUU and Prof. Syed Alim Ashraf, Head, Dept. of Arabic, MANUU could not attend the meeting due to their pre-occupation.

At the outset Prof. Mohd. Razaullah Khan, Director, DDE welcomed all the members and thanked them for attending the 13<sup>th</sup> CIQA Meeting. After that he presented the agenda items before the committee with permission of the Chair.

**Item No. 13.1 Confirmation of the Minutes of 12<sup>th</sup> CIQA Meeting held on 17<sup>th</sup> November, 2023.**  
The Minutes of 12<sup>th</sup> CIQA Meeting, held on 17<sup>th</sup> November, 2023, was circulated to the members. As no comments were received, it was resolved to confirm the minutes of 12<sup>th</sup> CIQA meeting of DDE.

**Item No. 13.2 Follow-up ATR on the minutes of 12<sup>th</sup> CIQA meeting is as follows:**

The Action Taken Report was presented and approved.

### **13.3 ITEMS FOR REPORTING/RATIFICATION**

#### **13.3.1 Establishment of Learner Support Centers /Study Centers**

The University has established following 03 new Learner Support Centers (LSCs)/ Study Centers at different regions of the country on the recommendations of committees constituted for the purpose i.e. Inspection Committee at Regional/Sub-regional Centre level and Scrutiny Committee at HQs.

<b>S. No.</b>	<b>Name and Addresses of the LSCs</b>	<b>Jurisdiction</b>	<b>Approval of the Vice-Chancellor</b>
1	<b>Siddharth College Sanchore</b> , Chandan Plaza, 2 <sup>nd</sup> Floor, Opp. Jagat Sarvice Station, Tehsil-Sanchore, Dist- Jalore, Rajasthan – 343 041	RC DELHI	15.04.2024
2	<b>B. L. College of Arts and Science</b> , Uttam Vihar, NH – 68, Barmer Road, Near RMGB Bank, Shiv, Rajasthan - 344 701	RC DELHI	15.04.2024
3	<b>Govt. Degree College Dharmari</b> , Dharmari, Teh: Thurdo, Dist: Reasi, Jammu – 182313	SRC JAMMU	15.04.2024

**The Committee ratified the establishment of new Learner Support Centers (LSCs).**

#### **13.3.2 Progress of Digital Multimedia Centre (DMMC)**

Director, DDE, reported the progress of work regarding construction work of DMMC. It was started in March, 2024. Base work of the Centre i.e. flooring, sitting space, stage, acoustics etc. are in progress. **The Committee noted the progress of DMMC.**

#### **13.3.3 Revision of Rates of Remuneration to Assistant Coordinators and Additional Clerk-cum-Typist at LSCs**

It was brought to the notice of the committee that rates of remuneration in various heads were revised and an OM vide No. MANUU/DDE/F.366 (ODDE)/2023-24/706, dated 17<sup>th</sup> August, 2023 were issued. In the said OM, the remuneration for Asst. Coordinators and Additional Clerk-cum-Typist were not included. As per University norms, these two part-time staff, as referred above, are being engaged at LSCs if the total students' strength reaches 500 or more. In this connection, a committee was constituted in the Chairmanship of Prof. N.I. Mulla. Keeping in view of the functioning of LSCs and role of Assistant Coordinators and Additional Clerk-cum-Typist, the committee has proposed following honorarium:

S. No.	Category Persons	Remunerations
1	Assistant Coordinators	3500/-
2	Additional Clerk-cum-Typist	3000/-

It was also recommended that this revision may be implemented from 1<sup>st</sup> July, 2023 which is the effective date of the implementation of the OM as referred above.

The Committee also deliberated on the honorarium related to the activities of two new Diploma programmes i.e. *Diploma in Early Childhood Care and Education*; and *Diploma in School Leadership and Management*, which are being offered from session 2023-24 at B.Ed. programme Centres of DDE. The Committee has also recommended the existing rate of Honorarium for the activities as fixed for B.Ed. Programme. The administrative approval for the same has already been accorded by the Hon. Vice-Chancellor on 18<sup>th</sup> April, 2024.

**The Committee ratified the rates of remuneration for Assistant Coordinators and Additional Clerk-cum-Typist at LSCs as well as honorarium related to the activities of DSLM and DECCE.**

#### **13.3.4 Introduction of 4 year UG Programme from 2025-26**

The UGC-DEB has communicated about compliance of Commission decision in respect of matter related to the offering of Bachelor's programmes with duration of 3 years or 4 years which was placed before the DEB Working Group (DWG) in its 22<sup>nd</sup> meeting held on 2<sup>nd</sup> April, 2024, based on the recommendations of the DWG, Commission in its 579<sup>th</sup> meeting held on 16<sup>th</sup> April, 2024. The UGC informed that HEIs willing to offer 4-year bachelor's degree (Honors) in ODL and/or Online mode shall fulfill all the conditions stipulated in UGC Regulations such as PPR, preparedness of SLM/E-LM and approval of PPR and SLM/E-LM by the statutory bodies of HEI etc. and submit the same to UGC along with application. In view of the above communication and the present situation, Director informed the house that a relaxation of minimum of One more year period is needed for adopting 4-year UG Programme at DDE as this will take time for preparation of quality SLM/E-LM as per standard norms of UGC-DEB Regulations, 2020 and PPR approval, SLM approval from statutory authorities i.e. CIQA, Academic Council. Presently we have the permission to run 3 years UG programme up to 2025-26 for B. Com, 2026-27 for B.A. and 2027-28 for B.Sc. programme. Hence, after completion of the work of SLM and statutory approval, we may consider the implementation of 4 year UG from 2025-26.

The Hon. Vice-Chancellor has already accorded approval on 14.05.2024. **The Committee ratified the proposal of DDE for Introduction of 4-year UG Programme from 2025-26.**

### **13.3.5 Preparation of Self Learning Material (SLM) as per NEP-2020 in DDE**

Before launching 4-Year UG programme in ODL mode, the task of getting SLM ready is mandatory and requires services of the faculty on contract at DDE. The existing SLM needs to be reviewed and development work shall be undertaken as per NEP-2020. The regular mode syllabus shall be implemented and SLM shall be prepared accordingly. The Hon. Vice-Chancellor has already granted administrative approval on May 2, 2024.

**The Committee ratified the preparation of Self Learning Material (SLM) as per NEP-2020 in DDE and requirement of services of the faculty on contract at DDE.**

## **13.4 ITEMS FOR CONSIDERATION**

### **13.4.1 Introduction of MBA (ODL) Programme**

The MBA programme is being offered in regular mode since 2004 and now it is proposed to introduce MBA programme in ODL mode. AS per the UGC public notice F. No 1-4/2024 (DEB-I) pt.file, dated 10th April 2024, AICTE approval is not mandatory for offering MBA in ODL mode. This is a professional and job-oriented programme and it has ever increasing demand in different parts of the country. MBA in Urdu medium will fill a much-needed gap and help in reaching the unreached. It will facilitate the Urdu speaking community to enter into business world with a professional qualification. The University will contribute to improve GER and employment opportunities by offering MBA programme in ODL. In this regard, a meeting with the Faculty of Dept. of Commerce and Management was held in DDE on 10<sup>th</sup> May, 2024. It was agreed by all to extend support in development of Self Learning Material (SLM) as per the MBA syllabus offered at School of Commerce and Business Management. The Programme Project Report (PPR) for MBA is placed as *annexure-I*.

**Hon'ble Vice Chancellor urged to create a congenial atmosphere in the university and empanel more and more SLM writers to produce quality material in Urdu language. The Committee approved the same.**

### **13.4.2 Introduction of Diploma Programme in Public Relations (PR) & Advertising in blended/online mode in DDE.**

DDE is exploring the possibilities of introducing Public Relations & Advertising in blended/on-line mode. A meeting, in this connection, was held on 30<sup>th</sup> April 2024 in DDE with the faculty members of

the Dept. of Mass Communication and Journalism. The participants agreed that a media-related programme (a Certificate or a Diploma) can be explored in the online/blended mode as a pilot project. It was also agreed on the need to launch programmes in the online mode as it will help in increasing the reach of the university. Moreover, the participants believed that online education, which is the future of distance education, will open up learning opportunities for Urdu-knowing Indians living abroad as well as foreign students. After much brainstorming, and considering various factors like market demand, student interest, and new regulations, the participants narrowed down on two options: (1) An online certificate or diploma programme in Public Relations (PR) & Advertising (2) A one-year Certificate in Journalism and Mass Communication with option of lateral entry into second year (third semester) BA in Journalism and Mass Communication (Regular Mode). The detailed feasibility and PPR shall be worked out in 2 months.

**The Committee approved the same.**

#### **13.4.3 Submission of On-line Application for Recognition of B.Ed. (ODL) Programme for the year 2024-25 and onwards from UGC-DEB- Reg.**

UGC-DEB has issued a Public Notification vide F. No. 1-16/2024 (DEB-I) dated 6th May, 2024 inviting fresh on-line application from eligible Higher Educational Institutions (HEIs) for recognition to offer programmes under Open and Distance Learning (ODL) mode and/or Online mode for academic year 2024-25, academic session beginning September, 2024 (revised from July-August, 2024) and onwards. The online portal for submitting application will remain open from **10<sup>th</sup> May, 2024 till 31<sup>st</sup> May, 2024**. The online application is to be submitted at <http://deb.ugc.ac.in> along with prescribed application fee and duly certified hard copy of the application along with original affidavit and annexures should be reached to the Deputy Secretary, Distance Education Bureau, UGC, 35-Ferozeshah Road, New Delhi-110001 by 15<sup>th</sup> June, 2024. Presently, UGC-DEB has recognized our B.Ed. (ODL) programme for academic year 2023-24 only and it needs further recognition for offering this programme by DDE through ODL mode for academic year 2024-25, academic session beginning September, 2024 (revised from July-August, 2024) and onwards.

**The Committee approved the same.**

#### **13.4.4 Proposal for NIOS Collaboration**

An interaction was held on 29<sup>th</sup> February, 2024, between Director, DDE and Chairperson, NIOS regarding possible collaborations between the two national institutions of ODL to address the huge dropout rates prevailed among Urdu medium students. The discussions were held regarding exploring the possibilities of offering 10<sup>th</sup>, 12<sup>th</sup> and Vocational courses through ODL mode. The

Chairperson, NIOS, agreed in principle to collaborate with MANUU and suggested to form a working group of MANUU and NIOS officials to formalize the terms of references of collaboration between the two institutions. In this connection, it is suggested to have the working group comprising of two persons from MANUU and two persons from NIOS for the above project. After approval in CIQA, a formal proposal shall be sent to NIOS.

Hon. Vice-Chancellor welcomed the initiative to tie up with NIOS. Further, he suggested to tie up with Shaheen Group of Institutions, Bidar and Anjuman-E-Islam, Mumbai for increasing the enrolment and facilitating development and publication of DDE SLM respectively. **The Committee appreciated the suggestions of the Hon. Vice-Chancellor and approved the same.**

#### **13.4.5 Proposal for the Construction of an Annexed Academic Block of the Directorate of Distance Education**

The current infrastructural facilities at the Directorate of Distance Education (DDE) have limitations in accommodating the increased demands of faculty, staff, and visiting students and their parents especially in case of female learners. The present facilities fall short in providing adequate space and resources required for a conducive working environment. In view of above, **a three-floor dedicated academic block on approximately 3500 square feet area annexed and connected with the present DDE building equipped with necessary infrastructure has been proposed** so that it may cater to the expanding requirement of DDE. This facility will serve as spaces for educators to make strategy, plan, and engage in teaching-learning activities, essential for a rich educational experience. The proposed site may be at parking lot – annexed to DDE building. The initial proposal has already been submitted to the office of the Competent Authority.

Hon. Vice-Chancellor suggested the construction work of Annexed building of DDE with pre-cast material as it is cost-effective and also may be completed in short period of time. He also suggested for construction of a **Creche / Day Care Centre with all amenities** for women and children and for the internship / practical activities of Diploma in Early Childhood Care and Education. **The Committee appreciated and approved both the proposals.**

#### **13.5 Any other Item with the Permission of the Chair.**

- (i) Exploring the possibilities of establishing Offshore LSCs and collaboration with Foreign HEI's –**

Hon. Vice-Chancellor suggested to constitute a three-member committee for exploring the possibilities of establishing Offshore LSCs and collaboration with Foreign HEI's regarding Twinning/Joint Degree/Dual Degree programs. **The Committee appreciated and approved the same.**

**(ii) Re-organizing geographical jurisdiction of RCs/SRCs**

Prof. Fariyad suggested to re-organize geographical jurisdiction of RCs and SRCs. Hon'ble Vice Chancellor suggested to increase the number of LSCs to offer B.Sc programme.

  
Director, DDE  
Member Secretary

  
Vice- Chancellor  
Chairperson