



DIRECTORATE OF DISTANCE EDUCATION

Minutes of 12th CIQA Meeting

A Meeting of the 12th Centre for Internal Quality Assurance (CIQA) was held on Friday, 17th November, 2023 at 11:00 am in the Conference Hall, Administrative Building, MANUU Campus, Hyderabad. The Following members attended the meeting online/offline:

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 Venkaiah, Former VC, Krishna University, AP	Member (Online)
4.	Prof. S. Jeelani, Director, CDVL, HCU	Member
5.	Prof. N.I. Mulla, Professor, DDE	Member
6.	Prof. Gulfishaan Habeeb, Professor, DDE	Member
7.	Prof. Nikhath Jahan, Professor, DDE	Member
8.	Prof. Syed Alim Ashraf, Head, Dept. of Arabic, MANUU	Member
9.	Prof. Mohammad Fariyad, Head, Dept. of MCJ, MANUU	Member
10.	Dr. Mohd Jamaluddin Khan, Deputy Registrar, F&A	Member
11.	Prof. S M Azizuddin Hussain, Honorary Professor, CUCS	Special Invitee
12.	Prof. Ramesh Ghanta, External Member, DDE	Special Invitee (Online)
13.	Prof. Abdul Wahid, Director, CIT	Special Invitee
14.	Dr. Zair Hussain, Controller of Examinations	Special Invitee
15.	Prof. Mushtaq Ahmed I Patel, Professor, DDE	Special Invitee
16.	Dr. Sayyad Aman Ubed, Associate Professor, DDE	Special Invitee
17.	Prof. Mohd Razaullah Khan, Director, DDE	Member Secretary

Prof. H. Aleem Basha, School of Sciences, MANUU could not attend the meeting due to his pre-occupation.

At the outset Prof. Mohd Razaullah Khan, Director, DDE welcomed all the members and thanked them for attending the 12th CIQA Meeting offline/online and with the permission of Chair presented the agenda items before the committee.

12.1 Confirmation of Minutes of 11th CIQA Meeting held on 29.05.2023.

The Minutes of 11th CIQA Meeting was circulated among the members. As no comments were received, it was resolved to approve the Minutes of 11th CIQA Meeting.

12.1.2 Follow up Action Taken Report (ATR) on the Minutes of 11th Centre for Internal Quality Assurance (CIQA) meeting held on 29.05.2023.

The Action Taken Report (ATR) of minutes of 11th CIQA Meeting was confirmed. Further, Item No. 11.3.8 for the Establishment of Virtual Learning Centre at DDE, the Committee has approved the Change of name from Virtual Learning Centre (VLC) to **Digital Multimedia Centre (DMC)**. The Committee appreciated the move.

12.2 ITEMS FOR REPORTING/RATIFICATION

12.2.1 Establishment of New Learner Support Centres (LSCs)

The University has established following 14 new Learner Support Centres (LSCs) at different regions of the country on the recommendations of Regional Directors/Asst. Regional Directors, Scrutiny Committee of DDE at Hqrs and after the administrative approval of the Hon'ble Vice-Chancellor. Details are as under:

S. No.	Name and Address of the Learner Support Centres (LSC)	RC/SRC	Approval of the Vice-Chancellor
1	Nawab Azmat Ali Khan Girls Degree College, Azmat Bagh, Arya Samaj Road, Muzaffarnagar -251 002, UP	Delhi	14.06.2023
2	Takshilla Niketan College, Ajmer, Lohagal, Ajmer-305004, Rajasthan	Delhi	14.06.2023
3	Dept. of Urdu, Jamia Millia Islamia Maulana Mohammad Ali Jauhar Marg, Jamia Nagar, New Delhi-110025	Delhi	14.06.2023
4	Vidharbha Modern Degree College, Akola Mohta Mill Road, Firdous Colony, Akola- 444 001, Maharashtra	Mumbai	14.06.2023
5	Shri L. T. Bundhe College of Arts, Commerce and Science, Washim, Mauli Campus, Kondala Road, Washim - 444 505, Maharashtra	Mumbai	14.06.2023
6	Sahyadri Shikshan Sansthan's Arts & Science College, Sawarde, Tal: Chiplun, Dist- Ratnagiri-415606, Maharashtra.	Mumbai	12.09.2023
7	F. D. Arts & Commerce College for Women, Jamalpur gate Ahmedabad-380001, Gujarat	Mumbai	12.09.2023
8	Halim Muslim P.G. College, 105/591, Chamanganj, Kanpur, UP	Lucknow	14.06.2023
9	K. S. Saket P.G. College, Ayodhya, Near Rano Pali, Ayodhya, Pin: 224 123	Lucknow	14.06.2023
10	Ganpat Sahai P. G. College, Sultanpur, Payagipur, Paryagraj Road, Sultanpur - 228 001, UP	Lucknow	14.06.2023
11	Azeem Memorial National Degree College, Benipur, Biswan, Sitapur, UP	Lucknow	12.09.2023
12	Govt. Degree College, Thannamandi, Dist- Rojouri, J&K	Jammu	14.06.2023
13	Govt. Degree College, Kilhotra, Tehsil : Gandoh, Dist- Doda, J&K - 182 203	Jammu	14.06.2023
14	N. P. Sandhyakaleen Snatak Mahavidyalay (Arts and Commerce), Chas, Dist- Bokaro- 827 013, (Jharkhand)	Ranchi	12.09.2023

The Committee ratified the establishment of New Learner Support Centres (LSCs).

12.2.2 Closure of Learner Support Centres (LSCs)/Study Centres

Following LSCs have been closed due to their underperformance or un-willingness of the management of the institutions:

S. No.	Name and Address of the Learner Support Centres (LSC)	RC/SRC	Approval of the Vice-Chancellor
1	P.H.R.M. Degree and PG College Mahaboobnagar, Telangana	Hyderabad	01.09.2023
2	Pratibha Niketan Mahavidyalaya Banda Ghat Vazirabad Nanded-431 601, Maharashtra	Amravati	27.06.2023
3	Charampa Mahavidyalaya, Bhadrak, Odisha	Kolkata	14.06.2023

The Committee ratified for closure of Learner Support Centres (LSCs).

12.2.3 Revised Assignment Policy

The Assignment Policy for DDE PG/UG/Diploma and Certificate Courses has been modified and the Competent Authority has accorded approval on dated 11.10.2023. The revised policy is as follows:

1. Assignment Policy:

- a) The weightage of marks for assignments and term-end examination is in the ratio of 30:70 for 6 & 4 credits and 15: 35 for 2 credits.
- b) The breakup of the assignment marks shall be as follows:
 - Six (6) Credit Course–3 assignments carrying 10 marks each totaling 30 marks.
 - Four (4) Credit Course–2 assignments carrying 15 marks each totaling 30 marks
 - Two (2) Credit Course – 1 assignment carrying 15 marks only
- c) Assignment 1 (Google Form) shall be objective type with multiple choice/fill in the blanks/matching two sets/true or false statements.
- d) Assignment 2 and 3 shall be descriptive type and may include objective type.
- e) Each assignment in a six (6) credit course shall carry 10 marks. Assignment 1 shall cover first 40% of the Syllabus; Assignment 2 shall cover the next 30% of the Syllabus; and Assignment 3 shall cover the remaining 30% of the Syllabus.
- f) Each assignment in a four (4) credit course shall carry 15 marks. Assignment 1 (Google Form) shall cover first 50% of the Syllabus and Assignment 2 shall cover the remaining 50% of the Syllabus.
- g) Assignment 1 (Google Form) shall carry 30 questions with 0.5 mark each (15 marks) in a four (4) credit course and 20 questions with 0.5 mark each (10 marks) in a six (6) credit course.
- h) In a two (2) credit course, only one (1) assignment (Google Form) and there shall be 30 objective type questions with 0.5 mark each (15 marks).

2. Google Form Evaluation Process:

- i. Before uploading the Assignment 1 (Google Form), the concerned Coordinator shall certify the Question paper and Answer KEY also.
- ii. Before sharing the Google form link with the students, Student Support Service Unit (SSSU) should share it with the concerned coordinator for verification. Discrepancy, if any, should be brought in writing immediately.
- iii. Before finalizing the result of Assignment 1 (Google form), the concerned Coordinator shall certify the result.

- iv. The SSSU shall forward the Award List of Assignment 1 to the concerned RC/SRC.
 - v. The RC/SRC shall prepare the consolidated assignment list with clear breakup of each assignment (1, 2, & 3 as applicable) in the prescribed format and submit the same to the Exam Branch as per the schedule.
3. The SSSU at DDE shall be the Nodal Unit for Assignments related activities.

The Committee ratified the Revised Assignment Policy.

12.2.4 Details of Admission for the Academic year 2023.

As per the Notification of UGC-DEB, DDE has issued admission notification for the academic year 2023-24. The last date of admission was 20th October, 2023 and submission of student's data on 5th November, 2023. DDE has submitted the student's data for the PG/UG/B.Ed./Diploma and certificate programme on UGC-DEB Portal on 2nd November, 2023. The total admission details are given below:

Sl. No.	Programmes	Total Admissions
1.	Bachelor of Arts (BA)	4091
2.	Bachelor of Science (Biological Sciences)	1218
3.	Bachelor of Science (Physical Sciences)	301
4.	Bachelor of Commerce (B.Com)	102
5.	Bachelor of Education (B.Ed.)	700
6.	Master of Arts (Arabic)	1006
7.	Master of Arts (Urdu)	2845
8.	Master of Arts (English)	1598
9.	Master of Arts (Hindi)	488
10.	Master of Arts (History)	589
11.	Master of Arts (Islamic Studies)	454
12.	Diploma In Early Childhood Care and Education	155
13.	Diploma In School Leadership and Management	103
14.	Diploma in Teach English	27
15.	Diploma in Journalism and Mass Communication	147
16.	Certificate Course in Functional English	15
17.	Certificate Course in Proficiency in Urdu Through English	51
Total Admission		13890

The Committee noted the details of ODL admission for the academic Session July 2023.

12.2.6 Establishment of Extension Centre of SRC-Hyderabad at Vijayawada

The University has established an extension centre of SRC-Hyderabad at Vijayawada vide Notification No. MANUU/HY/DDE/F.525/2023/878 dated 29th September, 2023. The address of the centre is given below:

MANUU Extension Centre
 SAMANA College of Design Studies
 First Floor, Sai Nag Complex Opp: HDFC Bank
 MG Road, Vijayawada – 520010

The Committee ratified the same.

12.2.6 MoU with Jamia Millia Islamia, New Delhi

Jamia Millia Islamia, New Delhi has requested MANUU, DDE to use Self Learning Material (SLM) of M.A. Islamic Studies for their distance mode students. As per MANUU MoU Committee recommendations, DDE is in the process of signing of MoU with JMI, New Delhi, initially for a period one year.

The matter was discussed and referred to MoU Committee for finalization.

12.2.7 Number of Students for Counseling at Learner Support Centre (LSC)

Minimum strength of enrolled students to be reduced from 15 to 10 in any programme/course for the conduct of counselling at any Learner Support Centre (LSC) from July 2023 batch onwards.

The Committee ratified the same.

12.3 ITEMS FOR CONSIDERATION

12.3.1 To Increase Honorarium of the Head of Institutions of the LSCs where LSCs are established in Central/State Universities

In Column A. (1) of Office Memorandum (OM) No. MANUU/DDE/F.366(ODDE)/ 2023-24/706 dated 17th August, 2023 regarding revision of rates of Remuneration/ Honorarium for part-time staff at LSCs, the honorarium is given as Rs. 2000/- per month. In this regard, representations have been received from Universities to increase the remuneration of Head of the Institution (HOI) as the refereed amount is meager. Therefore, in the light of the representation, the amount may be increased upto Rs. 5000/- only for the Head of the Institutions (HOIs) where the LSCs are established in Central/State Universities.

The Committee approved the same.

12.3.2 To Add term "Physical, Chemical and Biological Drawings in Remuneration/Honorarium Office Memorandum (OM).

In Column F. (6) of Office Memorandum (OM) No. MANUU/DDE/F. 366 (ODDE)/ 2023-24/706 dated 17th August, 2023 regarding revision of rates of Remuneration/ Honorarium, use of drawing in SLM content writing is mentioned as "simple geometrical drawing or illustration/problem". In this regard, representations have been received from Science faculty to add term "Physical, Chemical and Biological Drawings". Therefore, suggested terms may be considered to add in the referred column so that payment may be made accordingly to the writers of the SLM of Science programmes.

The Committee approved the same.

12.3.3 Remuneration of Urdu Translation of the SLM Content received in English.

In Column F. (9) of Office Memorandum (OM) No. MANUU/DDE/F. 366 (ODDE)/2023-24/ 706 dated 17th August, 2023 regarding revision of rates of Remuneration/Honorarium, the remuneration of translation in Urdu is given as Rs. 4000/- per unit/chapter with composing. In this regard, representations have been received from Science Programme Coordinator to remove the term with composing to without composing. Because, most of the senior science faculty, who are outsourced for writing Science SLM, are not able to type/composing the material. And if they get the typing work done from the market, half of the remuneration goes to the typist/composer.

Therefore, the experts are not accepting for writing due to this issue and the SLM writing work is being affected.

The Committee approved the same.

12.3.4 Approval of CIQA Report for 2022-23

The UGC-DEB vide email dated 14.07.2023 has directed us to submit the CIQA Reports in the prescribed format for the year 2022-23. The reports have successfully been uploaded on 30th August, 2023 on the UGC-DEB Portal.

The Committee approved the CIQA Report for the year 2022-23 and the same is to be placed before the Academic Council for approval.

12.3.6 Approval of SLM for Diploma in Early Childhood Care and Education (DECCE)

DDE has introduced the Diploma in Early Childhood Care and Education from the academic Session July, 2023. The SLM of DECCE is placed for approval.

The Committee approved the same.

12.3.7 Approval of SLM for Diploma in School Leadership and Management (DSLMM)

DDE has introduced the Diploma in School Leadership and Management (DSLMM) from the academic Session July, 2023. The SLM of DSLMM is placed for approval.

The Committee approved the same.

12.4 Any Other Item with the Permission of the Chair.

1. The Hon'ble Vice-Chancellor has informed the Committee about construction of Girls Hostel/Dormitory to be used by the girl students of DDE. This will be constructed from DDE receipts by using precasting material. Similarly, in future, for boy students Hostel/Dormitory shall be constructed.
2. The Hon'ble Vice-Chancellor has advised the Director, DDE to approach the UGC-DEB for opening offshore LSCs as the requests are received from Mauritius, Saudi Arabia, Fiji, etc.

The meeting ended with a vote of thanks to the Chair.


Vice-Chancellor


Director, DDE