

F. NO. AD/2/NA/61,  
Date: 14 November 2022

## NOTIFICATION

As per the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and mandatory requirement of NAAC a Centre for Internal Quality Assurance Committee, of CIQA has been constituted within the University by the Vice Chancellor.

Committee shall have the following composition, namely:-

(a)	Vice Chancellor of the University	Chairperson	Prof. Nageshwar Rao
(b)	Three senior teachers of Higher Educational Institution	Members	1. Prof. Santosh Panda Director, STRIDE 2. Prof. Swaraj Basu School of Social Sciences 3. Prof. Sunita Malhotra School of Sciences
(c)	Head of three Departments or School of Studies offering recognized programmes in Open and Distance Learning and Online mode	Members	1. Prof. Kaushalya Director, School of Humanities 2. Prof. Meenal Mishra Director, School of Sciences 3. Prof. P.V. Suresh Director, School of Computer and Information Sciences
(d)	Two external experts of Open and Distance Learning and/or Online education	Members	1. Prof. Manimala Das Former Vice Chancellor, Netaji Subhas Open University, Kolkata 2. Prof. Ashok Sharma Former Vice Chancellor Vardhman Mahaveer Open University, Kota
(e)	Officials from the Administration and Finance departments of the Higher Educational Institution	Members	1. Dr. Alok Chaube, Registrar (Admn), Administration Division, IGNOU 2. Dr. Jitendra Dev Gangwar, Finance Officer, IGNOU
(f)	Director, Centre for Internal Quality Assurance	Member Secretary	Prof. Manjulika Srivastava Director, CIQA

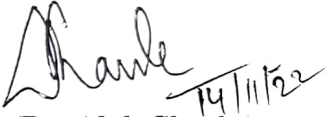
The membership of members at clauses (b) to (e) shall be for a period of two years.

The Committee of Centre for Internal Quality Assurance shall meet at least once in a semester. The quorum for the meeting shall be two-third of the total number of members with mandatory presence of one external expert. The agenda, minutes and Action Taken Reports will be presented before the Board of Management meetings and are to be documented with official signatures and maintained electronically in a retrievable format.

**Centre for Internal Quality Assurance Committee shall perform the following functions, namely:-**

- i. To oversee the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes.
- ii. To facilitate adoption of instructional design requirements as per the philosophy of the Open and Distance Learning and/or Online learning decided by the statutory bodies of the HEI for its different academic programmes.
- iii. To promote automation of learner support services of the Higher Educational Institution.
- iv. To coordinate with external subject experts or agencies or organizations, the activities pertaining to validation and annual review of its in-house processes.
- v. To coordinate with third party auditing bodies for quality audit of programme(s).
- vi. To oversee the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution.
- vii. To promote collaboration and association for quality enhancement of Open and Distance Learning and Online modes of education and research therein.
- viii. To facilitate industry-institution linkage for providing exposure to the learners and enhancing their employability.

This issues with the approval of the Vice-Chancellor.

  
**(Dr. Alok Chaube)**  
**Registrar (Admn.)**

To,

1. Members of the Committee
2. Directors of Schools/Divisions/Institute/Centres/Units/Cells
3. Registrar Admin/SRD/SED/MPDD
4. Assistant Registrar, VCO for information of the Vice Chancellor
5. Director, NAAC,
6. Office copy