


**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
 INTERNAL QUALITY ASSURANCE CELL
 MAIDAN GARHI, NEW DELHI-110 068**

Office Order: Work allocation

F. No: IG/ Work allocation/ 17/ 70
 Date: 04/04/2017

Name of the Official		Nature of Work
Director	Prof Manjulika Srivastava	<ul style="list-style-type: none"> • Task related to establishment and initiation of activity of IQAC. • Seeking budget for the IQAC and other expenses. • Plan Office Layout and office space. • Task related acquirement of essential Office Equipment. • Creation and updating of IQAC Webpage. • Retrieval of information and documents from other institutions on various quality benchmarks/parameters. • Review of UGC (ODL) Regulations 2017 and discrepancies in implementation. • Revision of Guidelines for Programme Design and Development and Revision of Programmes. • Review of Content on IGNOU and Regional Centres' website. • Promote research in Quality assurance in ODL system. • Assist Director in all matters pertaining to the conduct of multifarious activities of CIQA. • Any other work assigned by the Director.
Assistant Director	To be assisted by Dr. Shekhar Suman	


Prof. Manjulika Srivastava
 Director, IQAC

Distribution:

1. Dr. Shekhar Suman
2. Offer order file