

IGNOU
Centre for Internal Quality Assurance

Office Order: Work allocation

F. No: IG/ Work allocation/ 21/ 787

Date: 01/01/2021

Name of the Official		Nature of Work
Director Assistant Directors	Prof Manjulika Srivastava To be assisted by 1. Dr Navita Abrol 2. Dr Shekhar Suman (PIO, RTI)	<ul style="list-style-type: none">• To undertake activities for Assessment and Accreditation of the University• To coordinate and compile data for CIQA Annual Report• To organize Orientation/ Workshop Programmes on Quality related matters for the faculty of IGNOU• Review of content on IGNOU websites and updating of websites.• Activities pertaining to Feedback from Stakeholders• Activities pertaining to implementation of NEP 2020• Activities pertaining to CIQA Committee• Documentation of Best Practices• Development of Policy Documents• Development and maintenance of Databases• Promote research in Quality related areas in ODL system• Undertake the tasks assigned by the University
Personal Assistant	Mr Arun Kumar Verma	<ul style="list-style-type: none">• Assist Director in all matters pertaining to the conduct of multifarious activities of CIQA including upkeep and maintenance of various records/ correspondence in the Director's secretariat.• Upkeep of the office and coordination with concerned departments• Any other work assigned by the Director
AE(DP)	Mr Rajesh Mohan (APIO)	<ul style="list-style-type: none">• All matters related to administration, Noting and Drafting• Processing of Data• All matters related to Finance and Accounts including imprest and expenditure account• Maintenance and upkeep of cash book/ book of accounts and other financial records• Maintenance of all paid bills/ vouchers of CIQA• Preparation of monthly reconciliation statement pertaining to account of CIQA• Assist PIO in RTI related matters and upkeep of the RTI related records.• Any other work assigned by the Director

Distribution:

1. All concerned official
2. Offer order file

Manjulika Srivastava
Director, CIQA
11/1/2021