

F. No. AD/2/NA/.....  
Date: 13 February, 2025

## 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 vide Notification No. F.NoAD/2/NA/460 dated 03<sup>rd</sup> December, 2024. With the approval of the Competent Authority, in partial medication to the above mentioned notification, the CIQA committee has been reconstituted with inclusion of two special invites as per the list given below. Further, on superannuation of the then Director, CIQA and on assuming the charge of Director, CIQA by Prof. Vijayakumar P. on 31<sup>st</sup> January, 2025, the same has also been revised.

Committee shall have the following compositions, namely :-

(a)	Vice Chancellor of the University	Chairperson (Ex-Officio)	Prof. Uma Kanjilal
(b)	Three senior teachers of Higher Educational Institution	Members	1. Prof. Rekha Sen Sharma Director, School of Continuing Education 2. Prof. Kaustuva Barik School of Social Sciences 3. Prof. D. Venkateshwarlu School of Education
(c)	Head of three Departments or School of Studies offering recognized programmes in Open and Distance Learning and Online mode	Members	1. Prof. Sandeep Singh Rawat Director, School of Computer and Information Sciences 2. Prof. Suhas Shetgovekar Director, School of Social Sciences 3. Dr. Saumya Director, School of Social Work
(d)	Two external experts of Open and Distance Learning and/or Online education	Members	1. Prof. Om Prakash Singh Negi Vice Chancellor, Uttarakhand Open University, Haldwani 2. Prof. Shyam Sunder Pattnaik Vice Chancellor Odisha State Open University, Sambalpur
(e)	Officials from the Administration and Finance departments of the Higher Educational Institution	Members (Ex-Officio)	1. Dr. Alok Chaube, Registrar (Admn), Administration Division, IGNOU 2. Dr. Jitendra Dev Gangwar, Finance Officer, IGNOU
(f)	Two Senior Academics	Special Invitees	1. Dr. Jyotsna Dikshit, Additional Director, NCIDE 2. Dr. Manorama Singh, RD, RC, Delhi - 2
(g)	Director, Centre for Internal Quality Assurance	Member Secretary (Ex-Officio)	Prof. Vijayakumar P. Director, CIQA

The membership of members at clauses (b) to (f) shall be for the period up to 2<sup>nd</sup> December, 2026.

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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.)

**Distribution:**

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