Minutes of the online/offline meeting of the Centre for Internal Quality Assurance (CIQA) Committee held on 28th June, 2023 at 1:00 PM under the Chairmanship of the Vice-Chancellor, Maharshi Dayanand University, Rohtak.

The following members were present:

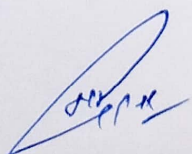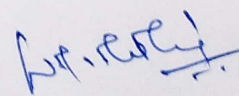| Vice-Chancellor of the Institution		
1	Prof. Rajbir Singh, Vice Chancellor, M. D. University, Rohtak	Chairperson
Officials from Administration and Finance Departments of HEI		
2	Prof. Surendra Kumar, Dean Academic Affairs, MDU, Rohtak	Member
3	Prof. Gulshan Taneja, Registrar, MDU, Rohtak	Member
4	Dr. Satish Malik, University Librarian, MDU, Rohtak	Member
5	Dr. B.S. Sindhu, Controller of Examination, MDU, Rohtak	Member
6	Dr. G.P. Saroha, Director, UCC, MDU, Rohtak	Member
7	Mr. Mukesh Bhatt, Finance Officer, MDU, Rohtak	Member
Three Senior Teachers of HEI		
8	Prof. K.S. Chauhan, Dept. of Sociology, MDU, Rohtak	Member
9	Prof. A.S. Maan, Dept. of Physics, MDU, Rohtak	Member
10	Prof. Harish Kumar, Dept. of Journalism and Mass Communication, MDU, Rohtak	Member
Head of three Departments or School of Studies offering recognized programs in Open and Distance learning and Online mode		
11	Prof. Sewa Singh Dahiya, Dept. of Public Administration, MDU, Rohtak	Member
12	Prof. Randeep Rana, Dept. of English & Foreign Languages, MDU, Rohtak	Member
13	Dr. Sunita Saini, Dept. of Sanskrit, Pali & Prakrit, MDU, Rohtak	Member
To external experts of Open and Distance Learning and/or Online Education		
14	Prof. Uma Kanjilal, School of Lib. Science, IGNOU, New Delhi	Member
Director, Centre for Internal Quality Assurance		
15	Prof. Narasimhan B, Director, Centre for Internal Quality Assurance	Member Secretary

Prof. Rajbir Singh, Vice-Chancellor, MDU welcomed the members to the meeting of Centre for Internal Quality Assurance and placed on record the services and valuable contributions made by the outgoing members and also introduced and welcomed the new CIQA members. He also apprised the members that the University has maintained its position within top 100 Universities (96th Rank in NIRF 2023) consecutively for the last five years. Thereafter, the CIQA deliberated on the agenda at length and resolved the following:

1. **Confirmation of the minutes of the meeting of Centre for Internal Quality Assurance Committee held on 18-03-2021.**

   The CIQA confirmed the minutes of the meeting held on 18.03.2021.

2. **Follow up of Action Taken Report of CIQA held on 18-03-2021.**

   The Centre for Internal Quality Assurance Committee noted the action taken report (**Annexure-A**) submitted by CIQA on the resolutions made in the CIQA meeting held on 18.03.2021 and approved the same.

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3. **Introduction of online PG programmes.**

The CIQA has apprised the House that the proposals for following programmes (w.e.f. 2023-24 session) have been submitted to UGC-DEB for consideration by Centre for Distance and Online Education for:

- Bachelor of Arts
- Master of Arts (History)
- Master of Arts (Political Science)
- Master of Arts (Hindi)
- Master of Arts (Economics)
- Master of Arts (Public Administration)
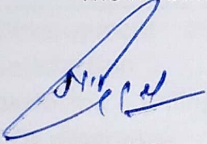
4. **Introduction of online courses.**

The CIQAC recommended the Centre for Distance and Online Education to explore the possibility of offering the following through online mode:
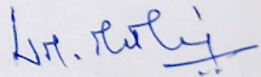
- Certificate and Diploma Programmes
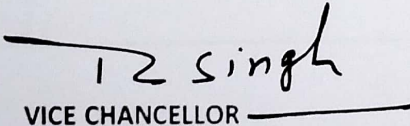- Multidisciplinary courses
- Value Added Courses

5. **Any other item with the permission of the Chair.**

   a) The Vice-Chancellor suggested that the Director, Centre for Distance and Online Education (CDOE), Controller of Examination and two to three teachers to visit the centres/universities where online examination, Study Learning Materials (SLMs) and e-content development have been followed in ODL and OL mode which will strengthen the ODL and OL education at M.D. University, Rohtak.

   b) The CIQAC suggested that an external agency may be hired for conducting proctored examination following the norms of University. Further, the CIQAC suggested that the charges may be collected from the learners opting for such proctored examination.

   c) Dr. Uma Kanjilal suggested the following examination reforms:

   I. Provision of flexibility in the examination system in the Ordinance for ODL and OL learners i.e. the provision for simultaneous examination for even and odd semesters as well provision for giving the online examination by ODL students.

   II. Computer Based Examination at identified centres following the conventional examination pattern which ensure the uniformity in examination system.

The meeting ended with vote of thanks to the Chair.

DIRECTOR - CDOE   **DIRECTOR – CIQA**

T Z Singh
VICE CHANCELLOR ———————
13/07/23

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

FOLLOW UP ACTION TAKEN REPORT ON THE DECISIONS TAKEN BY CENTRE FOR INTERNAL QUALITY ASSURANCE COMMITTEE IN ITS MEETING HELD ON 18-03-2021

Sr. No.	Particulars	Recommendations of CIQAC	Follow-up Action taken
1	Introduction of CBS at UG and PG levels for DDE programs.	The CIQAC deliberated over the agenda and resolved that the CBS system should be implemented in all PG Courses offered by Directorate of Distance Education (DDE) w.e.f. 2021-22. Further, the CIQAC also resolved that CBCS/CBS will be introduced in the UG courses offered by DDE w.e.f. 2021-22 also if the same is adopted in UG Programs offered in conventional mode in the affiliated colleges	The CDOE has introduced CBCS in all the PG courses except M.A. English. For UG programs, the CBS will be introduced along with the implementation of revised curriculum as per NEP 2020.
2	Development of Self-Learning Materials for learners for UG and PG as per CBCS syllabus	The CIQAC deliberated over the issue and recommended the development of Self-Learning Materials for learners of PG programs offered by DDE as per CBCS syllabus.	The CDOE has developed 70-80% of SLMs under CBCS system for PG courses and in the process of developing SLMs.
3	Designing of stakeholder's feedback performas i.e. Learners (Students), Alumni, Counsellor, Employer, Teachers, Subject Experts and Parents	The CIQAC authorized Hon'ble Vice-Chancellor to constitute the committee for the development of stakeholder's feedback performas to be made online on the CIQA portal	The stakeholders feedback Performa has been made online in the CIQA tab.
4	Designing of Academic and Administrative Audit Report performa for DDE programs.	The CIQAC authorized Hon'ble Vice-Chancellor to constitute the committee for designing of Academic and Administrative Audit Report performa for DDE programs	The Academic and administrative performa for CDOE has been made.
5	Preparation of Annual Report for Directorate of Distance Education	The CIQAC deliberated over the issue and recommended that the CIQA Annual Report should be prepared well in time as per the guidelines of UGC-DEB and be approved by the statutory body (Executive Council) before the submission of the same to the UGC-DEB	The CIQA Annual Reports for the year 2020-21, 2021-22 has already been submitted to the UGC DEB Portal.
6	Development of Student Satisfaction Survey performa (bilingual) for DDE programs	The CIQAC authorized Hon'ble Vice-Chancellor to constitute the committee for the Development of Student Satisfaction Survey performa (bilingual) for DDE programs to be made online in the CIQA portal	The CIQA has initiated the process.
7	Conduct of training and capacity building programs for teaching/administrative staff and counsellors/co-ordinators/mentors	The CIQAC discussed the agenda and recommended that the Director, CIQA should organize training and capacity building programs for teaching/administrative staff and counsellors/co-ordinators/mentors in coordination with Director, FDC and Director, DDE at regular intervals.	The CIQA has organized programmes for the capacity building of faculty members in coordination with Director, FDC.

8	**Appointment of faculty and administrative staff as per latest UGC-DEB guidelines for Directorate of Distance Education**	The CIQAC deliberated over the issue and recommended that the faculty and administrative staff should be appointed on priority as per UGC-DEB guidelines for DDE programs by the M.D. University, Rohtak	The University has taken up the matter with the State Govt. for appointment of faculty and administrative staff for CDOE.
9	**Maintenance of minimum standards for examination centres as per UGC-DEB guidelines**	The CIQAC deliberated over the issue and recommended that the minimum standards for examination centres be maintained in true spirit by following the UGC-DEB guidelines. The CIQAC also recommends for the constitution of committee to frame the guidelines as per UGC-DEB for the maintenance of minimum standards for examination centres	The CIQA has initiated the process.
10	**Creation of independent/ full-fledged DDE Web Portal**	The CIQAC recommended that the existing DDE Portal be revamped to an independent/full-fledged Web Portal having provision for modules related to admissions, LSC schedules, SLM repository, LMS, Learning Resources, CIQA module, Activities Corner, Social Media, Instant Messaging, Grievances Redressal, etc. The Director, UCC will take necessary and appropriate steps for the same on the basis of DDE requirements as above and the same be created before July, 2021	The website has been developed partially and further work is under process by UCC.
11	**Creation of Learner Support Centre [LSC] as per UGC-DEB guidelines**	The committee deliberated over the issue and recommended that it is mandatory to create Learner Support Centre as per UGC-DEB guidelines within the territorial jurisdiction of the University and State of Haryana before July, 2021keeping in view the Amendment carried out by the State Government in M.D. University Act, 2012.The CIQAC authorized the Vice-Chancellor to constitute a committee to revisit the existing guidelines for SSSCs and decide the guidelines for creation of LSC as per UGC-DEB guidelines.	Creation of Learner Support Centre (LSC) requires amendments in the Action Statues which has been communicated to State Govt. for taking necessary action.
12	**To explore the possibility of introducing online courses through DDE**	The CIQAC deliberated over the issue and recommends the constitution of committee to decide the number of online and offline programs to be offered by the Directorate of Distance Education w.e.f. the next academic session.	Two online courses i.e. M.Sc. (Mathematics) and M.Com has been introduced.
13	**Any other item with the permission of chair**		
	(i) Development of Grievances Redressal Mechanism as per UGC-DEB guidelines	The CIQAC recommends that the Directorate of Distance Education should develop Grievance Redressal Cell including online complaints handling mechanism (as per Annexure-X of UGC-DEB guidelines) to facilitate the grievance redressal of learners.	Development of online grievance redressal mechanism is under process.

(ii)	**Introduction of Certificate and Diploma programs**	The CIQAC deliberated over the issue and resolved that a committee may be constituted to explore the possibilities of introduction of Certificate and Diploma programs which are offered in conventional mode (where one batch has already been pass out) in Open and Distance Learning (ODL) mode.	The process has been initiated.
(iii)	**Creation of Social Media Cell**	The CIQAC advised for the constitution of committee that may explore the possibility of a separate module under DDE Web Portal and/or setting up a Social Media Cell for advocacy of DDE programs.	CIQA has initiated the process.

(Director-CIQA)