<u>Minutes of the Centre for Internal Quality Assurance Meeting held on 11.11.2022.</u>

Annamalai University, Directorate of Distance Education, Centre for Internal Quality Assurance (CIQA) had organized meeting on 09.11.2022 at 03.00 p.m. at the Directorate of Distance Education.

The following members were present:

1. Dr. R. Singaravel, Convener, Director, DDE

2. Dr. S.Kothainayaki, Prof. & Dean, College Development Council, A.U.

3. Dr. N.Venkatesan, Professor & Head, Department of Tamil, A.U.

4. Dr.S.Sriram, Professor & Head, Department of Mathematics, A.U.

5. Dr. R. Elangovan, Professor & Co-ordinator, Commerce Wing

6. Dr. T.Ramesh Kumar, Professor & Co-ordinator, Zoology Wing

7. Dr.S.Ravi, Professor (Retd.), Department of Library and Information Science, Central University, Thiruvarur.

8. Dr.R.Kannan, Professor & Head, P.G.Research, Dept. of Zoology, Periyar Arts College, Cuddalore.

9. Mr. P. Rameshkumar, Finance Officer i/c, A.U.

The Director has briefed the purpose of CIQA and explained the activities towards Programme Development Methodology, Programme Delivery Mechanism and Quality Assurance activities of the CIQA. He informed that CIQA monitor the key performances in compliance with Open Distance Learning (ODL) Regulations and develop best strategies for quality enhancement in creating learner centric environment.
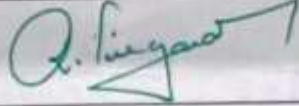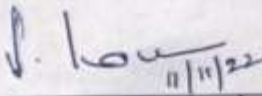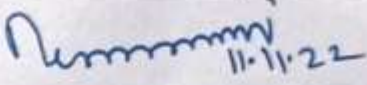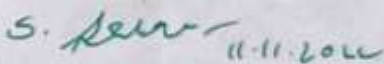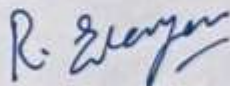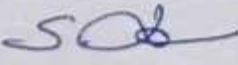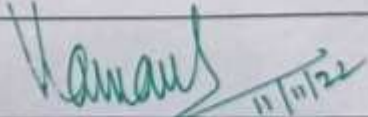
The following Agenda were discussed:

- ➢ Maintaining quality in the services provided to the learners.

- ➢ Identifying the key areas which the Higher Educational Institution should maintain quality.

- ➢ To ensure that the quality of ODL programmes match with the quality of relevant programmes in conventional mode.

- ➢ Evaluation and suggestion for automation of academic and administrative activities for distance education programmes.

- ➢ Interact with and obtain feedback from all stakeholders namely learners, teachers, staff, parents, society, government etc for quality improvement.

- ➢ Suggestion to the authorities of the HEI, measures for qualitative improvement.

- ➢ Ensure that Programmes Project Report (PPR) for each programme is according to the norms and guidelines prescribed by the commission and ensure the proper implementation of PPR.

- ➢ Programme development with the Vision and Mission of the Institution.

- ➢ Maintain annual plans and annual reports of HEI, review them periodically and generate actionable reports.

- ➢ Need based curriculum design and include specific component of specialization.

- ➢ Facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.

- ➢ Maintaining quality of learning resources and to provide e-resources.

- ➢ The co-ordinate between HEI and the commission for various quality related initiatives or guidelines.

The Committee reviewed and recorded:

❖ The quality service to the learners was being provided through carefully designed curriculum catering the need from society and for the learners through the Statutory Bodies of the University.

❖ Identified key areas to maintain quality of distance learning such as learning material, students grievances, computer automation of academic and administrative activities.

❖ The institute is ensuring the quality of the ODL programmes with relevance to programmes in conventional mode.

❖ Automation of academic and administrative activities of distance education programmes is being implemented through Computer Interfaces and web portal.

❖ The Quality of distance learning is ensured through Programme Project Report (PPR). The PPR object and outcomes, nature of target group learners, appropriateness of the programmes with quality assurance for the specific skills and programme content designing and developing.

❖ The Institute with the Vision and Mission is providing distance education opportunities to aspiring students with a view to imbibe the essential concepts along with emergent development in the chosen fields of study, instilling the mindset and measures for cultural and social upliftment, and contributing to the national paradigm of collective responsibility in the path towards growth and prosperity.

❖ Frequent interaction with students and others stakeholders are made and suggestions were implemented for quality enhancement.

❖ Need based curriculum was designed according to the field of specialization through Statuary Bodies.

❖ Facilitated learners centric environment to the students for quality learning and quality improvement in the system.

❖ Quality learning resources are ensured to students through e-resources and uploading in web portal.

Members Signature

S. No.	Name	Signature
1.	Dr. R. Singaravel	
2.	Dr. S.Kothainayaki	
3.	Dr. N.Venkatesan	
4.	Dr.S.Sriram	
5.	Dr. R. Elangovan	
6.	Dr. T.Ramesh Kumar	
7.	Dr.S.Ravi	
8.	Dr.R.Kannan	
9.	Mr. P. Rameshkumar	

******