CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

Establishment of Centre for Internal Quality Assurance:

The Centre for Internal Quality Assurance of CDE ANU was established in the year 2017. It is headed by a Director, who is be supported by adequate number of academic and other staff.

Objective:

The objective of ANUDE Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programs implemented by the Institution are of acceptable quality and further improved on continuous basis.

Functions:

➢ To maintain quality in the services provided to the learners.

➢ To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of ANUCDE.

➢ To contribute in the identification of the key areas in which ANUCDE should maintain quality.

➢ To devise mechanism to ensure that the quality of Open and Distance Learning programs matches with the quality of relevant programsin conventional mode.

➢ To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.

➢ To suggest measures to the authorities of ANUCDE for qualitativeimprovement.

➢ To facilitate the implementation of its recommendations through periodic reviews.

➢ To organise workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in ANUCDE.

➢ To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in ANUCDE.

➢ To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programs.

➢ To ensure that Program Project Report for each program is according to the norms and guidelines prescribed by the Commission.

➢ To maintain Annual Plans and Annual Reports of ANUCDE, review them periodically and generate actionable reports.

➢ To provide inputs to ANUCDE for restructuring of programs in order to make them relevant to the job market.

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

➢ To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.

- To adopt measures to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit.

- To coordinate between ANUCDE and the Commission for various qualities related initiatives or guidelines.

- To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.

- To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.

- It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.

Quality Monitoring Mechanism

- The guidelines on quality monitoring mechanism shall be adopted by the Centre for Internal Quality Assurance for conducting institutional quality audits, to promote quality assurance and enhance as well as spread best-in- class practices of quality assurance.

- Quality monitoring shall be addressed under the following broad areas, namely:-

1. **Governance, Leadership and Management:** ANUCDE monitors the matters of planning, human resources, recruitment, training, performance appraisal, financial management and the overall role of leadership, with a focus on the following key aspects:

   (a) **Organization Structure and Governance:** ANUCDE fills all sanctioned/required positions as prescribed by the Commission and establish a credible governance system.

   (b) **Management:** The leadership and management of the Institution shall strive to assess and review the organizational culture to achieve its vision, mission and goals.

   (c) **Strategic Planning:** ANUCDE undertakes strategic planning of its activities and implement the same by aligning those with academic and administrative aspects to improve the overall quality.

   (d) **Operational Plan, Goals and Policies:** ANUCDE has well defined goals which are realistic and measurable, well defined policies that are in sync with its strategic plan and are realistic and achievable, clearly stated guidelines for the implementation of its policies and plans, and transparent and accountable system for its policies and planning that are well communicated to its stakeholders.

2. **Articulation of Higher Educational Institution Objectives:** ANUCDE articulates a clear vision, mission, ethos and broad strategy consistent with the goals for offering programs in Open and Distance Learning and Online mode.

3. **Program Development and Approval Processes:** It is related to following key aspects:-

   (a) **Curriculum Planning, Design and Development:** The curriculum planning, design and development of academic programs is a major academic activity ANUCDE.

   (b) **Curriculum Implementation:** ANUCDE has specific implementation plans for identifying the time to be spent on specific components of the implementation phase. It is the basis for the effectiveness of the programs and their usefulness as a whole.

   (c) **Academic Flexibility:** ANUCDE adopts proper strategies for imparting academic flexibility, which refers to freedom in the use of the time-frame of courses, vertical mobility, and inter-disciplinary options facilitated by curricular transactions for learners.

(d) Learning Resource: ANUCDE ensures quality learning resources in the form of Self Learning Materials (SLMs) for Open and Distance Learning mode as defined in these regulations.

(e) Feedback System: ANUCDE takes feedback from all stakeholders in terms of its relevance and appropriateness in catering to the needs of the society, economy and environment.

4. **Program Monitoring and Review:** ANUCDE plans and executes program monitoring and review system to conduct periodic internal reviews and maintain the quality of academic programs.

5. **Infrastructure Resources:** ANUCDE has a system to elicit data on the adequacy and optimal use of the facilities.

6. **Learning Environment and Learner Support:** It includes academic counseling and library services for the learners.

7. **Assessment and Evaluation:** ANUCDE has proper assessment and moderation system for assessing the learning outcomes of learners.

8. **Teaching Quality and Staff Development:** ANUCDE has a well established structure for promoting quality counseling, capacity building workshops, programs, interactive teaching-learning and provide staff development programs and activities to encourage academic staff to improve teaching and learning on continuous basis.

PRESENT MEMBERS OF CIQA:

S. No.	CIQA Committee Compositions		Proposed Faculty Members
1	Vice-Chancellor of the University	Chair person	Prof. P. Rajasekhar, Vice-Chancellor, A.N.U.
2	Three senior teachers of HEI	Members	1. Dr. K. Madhu Babu, Dept. of Economics, A.N.U. 2. Dr. K. Somasekhar, Dept. of Rural Development, A.N.U. 3. Dr. M. Trimurthi Rao, Dept. of Sociology and Social work, A.N.U.
3	Head of three Departments or School of Studies offering recognized programmes in ODL and Online mode	Members	1. Dr. P. Purna Chandra Rao, Dept. of Travel & Tourism Management, A.N.U. 2. Dr. G. Anitha, Dept. of Journalism and Mass Communication, A.N.U. 3. Dr. R. Ramesh Raju, Dept. of Chemistry, A.N.U.
4	Two external experts of ODL and/or online education	Members	1. Prof. K. Visveswara Rao, Director, S.D.E, Andhra University. 2. Dr. B. Prasad Babu, Asst. Regional Director, IGNOU, Regional Centre, Vijayawada
5	Officials from the Administration and Finance department of the HEI	Members	1. Rector, A.N.U. 2. Finance officer, A.N.U.
6	Director, CIQA	Member Secretary	Dr. B. Nagaraju, Director, CDE, A.N.U.