



مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India



مرکز برائے فاصلاتی و آن لائن تعلیم
دورस्थ एवं ऑनलाइन शिक्षा केंद्र
CENTRE FOR DISTANCE AND ONLINE EDUCATION

**Minutes of the 15th CIQA (Centre for Internal Quality Assurance) Committee
Meeting held on 26th March, 2025**

A meeting of the 15th CIQA (Centre for Internal Quality Assurance) Committee was held on 26th March, 2025 at 12.00 Noon in the Conference Hall, Administrative Building, MANUU Campus, Hyderabad. Following members attended the meeting:

Sl. No.	Names	Designation
1.	Prof. Syed Ainul Hasan, Vice-Chancellor, MANUU	Chairperson
2.	Prof. Sk. Ishtiaque Ahmed, Registrar, MANUU	Member
3.	Prof. V Venkaiah, Former VC, Krishna University, AP	Member
4.	Prof. S. Jeelani, Director, CDVL, HCU	Member
5.	Prof. N.I. Mulla, Professor, CDOE	Member
6.	Prof. Gulfishaan Habeeb, Professor, CDOE	Member
7.	Prof. Nikhath Jahan, Professor, CDOE	Member
8.	Prof. Mohammad Fariyad, Head, Dept. of MCJ, MANUU	Member
Special Invitees		
9.	Prof. Shahbaz Ahmed, Finance Officer, MANUU	Special Invitee
10.	Prof. Abdul Wahid, Dean, School of Technology and Director CIT, MANUU	Special Invitee
11.	Prof. Mohammed Shahid, Head, Dept. of Social Work, MANUU	Special Invitee
12.	Prof. Samana Hussaini Professor of Practice & I/c SRC Hyderabad Extension Centre, Vijayawada, MANUU	Special Invitee
13.	Prof. Sayyad Aman Ubed, Professor (Education), CDOE	Special Invitee
14.	Prof. Mohd Razaullah Khan, Director, CDOE	Member Secretary

Prof. Syed Aleem Ashraf, Prof. H Aleem Basha and Dr. Mohd Jamaluddin Khan could not attend the meeting due to their preoccupation.

15.1 Confirmation of Minutes of 14th CIQA Meeting held on 26th November, 2024.

The Minutes of 14th CIQA Meeting held on 26th November, 2024 were circulated to the members. As no comments received, it was resolved to approve the minutes of 14th CIQA Meeting.

15.1.2 Follow-up/Action Taken Report (ATR) on the Minutes of 14th CIQA (Centre for Internal Quality Assurance) meeting held on 26th November, 2024.

The action taken report was presented and it was approved.

15.2 ITEMS FOR REPORTING/RATIFICATION

15.2.1 Ratification of Skill Enhancement Course (SEC):

1. The SEC for B.Com and BA Arabic shall be adopted as approved in the regular Department and shall remain the same as offered in conventional mode.
2. The SEC for B.Sc. (Life Sciences & Physical Sciences) shall be adopted from regular departments.

Additionally, the following electives under SEC are proposed for CDOE BA (Arabic), BA, B.Sc. B.Com students:

Skill Enhancement Courses	
Semester	Course
1	Mushroom Cultivation 1
2	Mushroom Cultivation 2
3	Nursery and Gardening 1
4	Nursery and Gardening 2

3. The SEC for B.A (other than Arabic) shall be offered as follows:

Skill Enhancement Courses	
Semester	Course
1	Mushroom Cultivation 1
2	Mushroom Cultivation 2
3	Nursery and Gardening 1
4	Nursery and Gardening 2

The Committee ratified the same.

15.3 ITEMS FOR CONSIDERATION

15.3.1 Implementation of 4year UG Programme (BA, B.Sc., and B.Com) in ODL mode from 2025-26 and approval of Programme Project Report (PPR) for 4 year UG Programme.

The CDOE proposed to implement 4year UG Programme (BA, B.Sc., and B.Com) in ODL mode as per NEP-2020 from 2025-26 onwards and the Programme Project Reports (PPR) for 4 Year UG Programme BA, B.Sc., B.Com were placed.

The Committee approved the same.

15.3.2 Approval of Self Learning Materials (SLMs) / eSLM

The Self-Learning Materials (SLMs) / eSLM of BA, B.Sc., and B.Com 4 Year UG Programme in ODL mode were placed.

The Committee approved the same.

15.3.3 Approval of Self Learning Material (SLM) / eSLM of MBA (ODL) Programme

The Self Learning Material (SLM) / eSLM of MBA (ODL) Programme were placed for approval.

The Committee approved the same.

15.3.4 Summer and winter vacation of CDOE Teaching Faculty

In 10th SC of AC meeting held on 15.01.2009, the provision of vacation to all the regular teaching staff of DDE (CDOE) shall be eligible for 54 days in a calendar year. The vacation shall be availed annually in two spells of 27 days each during the months of MAY/June and November/December, normally not more than 27 days at a stretch. Availing of part vacation of not less than 15 days may be allowed during each spell.

It was proposed that summer vacation may be of 40 days and winter vacation 14 days for CDOE regular faculty which suits the smooth functioning of CDOE. This is as per the practice of Regular mode. This will be during the months of MAY/June and November/December. In one spell upto 80 percent of the teachers shall be allowed to avail the vacation at a time. The Teachers shall be available during examinations in the vacation period, if required. Director (CDOE) shall be the sanctioning authority.

The Committee approved the same.

15.3.5 Construction of Regional Centre (RC) Building in Darbhanga

A proposal for construction of Regional Centre (RC) Building at Chandanpatti, Darbhanga was received from Coordinator, Darbhanga and Patna. It was proposed to construct RC Building initially with Ground Floor with two upper floors, a large Auditorium and multipurpose room to serve the current and future needs of the distance and online learners. This proposal was initiated keeping in mind the long term potential of Darbhanga campus and the large connect with the key stakeholders and masses.

The Committee approved the same.

15.3.6 To attach three Learning Support Centres (LSCs) with Hyderabad SRC's Extension Centre at Vijayawada.

The following three LSCs may be attached to Hyderabad SRC's Extension Centre at Vijayawada:

1. **Kadapa:** Al-Habeeba Degree College for Women, 5/472, Near Chennur Bus Stand, Kadapa – 516001, Andhra Pradesh (LSC Code-19009)
2. **Mydukur:** S.B.S.Y.M. Degree College, Oripanta Road, Mydukur-516172 (Dist. Kadapa), Andhra Pradesh (LSC Code:19203)
3. **Guntur:** Andhra Muslim College, Ponnur Road, Guntur, Andhra Pradesh. (LSC Code-19010)

The Committee approved the same.



15.4 Any other item with the permission of the Chair

15.4.1 Proposal for allocation of budget from CDOE for procurement/upgradation of Unified Threat Management (UTM) and Network infrastructure of the University.

The proposal was placed before the CIQA Committee received from the Director, CIT for upgradation of UTM and Network infrastructure of the University amounting to Rs. 55 lakhs approx.

The Committee approved the same.

15.4.2 Organizing workshop for E-content Development

The Hon'ble Vice-Chancellor suggested to organized workshop by CDOE in joint collaboration with IMC for e-content development. This may be organized as soon as possible.

The Committee approved the same.

15.4.3 Constitution of a Committee for Online Programmes

The Hon'ble Vice-Chancellor suggested constituting a committee for offering Online programmes comprising of ODL and Technical experts. The committee shall look after all the aspects of offering online programmes keeping in mind its feasibilities. Further, the Hon'ble Vice-Chancellor instructed to speed up the process of introduction of Online programmes, particularly the Diploma in Digital and Social Media.

15.4.4 Transferring/Hiring Technical Support Staff

The Hon'ble Vice-Chancellor suggested to have/hire technical persons. The Director requested to transfer at least one permanent technical person each from CIT and IMC to strengthen the CDOE's Digital Multimedia Centre and SAMARTH ERP. The Hon'ble Vice-Chancellor directed the Director, CDOE to submit the proposal in this regard.

15.4.5 Finance and Budgetary Details related to CDOE

The Director requested the Finance Officer to provide the financial details pertaining to CDOE on quarterly basis for better financial planning. The Hon'ble Vice-Chancellor has directed the Finance Officer to comply the same.

15.4.6 Suggestions from the External Members of the Committee

1. Prof. V Venkaiah has suggested to produce more audio video content for the support of Distance/Online Learners, as the CDOE is making the Digital Multimedia Centre functional.
2. Prof. S. Jeelani suggested to conduct training programmes for the faculty for capacity building in ODL and Online programmes.

Meeting concluded with the vote of thanks to the Chair.


Director, CDOE


Vice-Chancellor