



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

MINUTES

**Minutes of the 17th CIQA (Centre for Internal Quality Assurance) Committee
Meeting held on 13th February, 2026**

A meeting of the 17th CIQA (Centre for Internal Quality Assurance) Committee was held on 13th February, 2026 at 11:30 AM at the Conference Hall, Administrative Building, MANUU Campus, Hyderabad. The 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 (Online)
4.	Prof. S. Jeelani Director, CDVL, HCU	Member
5.	Prof. N.I. Mulla Professor, CDOE, MANUU	Member
6.	Prof. Gulfishaan Habeeb Professor, CDOE, MANUU	Member
7.	Prof. Nikhath Jahan Professor, CDOE, MANUU	Member
8.	Prof. Mohammad Fariyad Dean, Dept. of MCJ, MANUU	Member
9.	Prof. H. Aleem Basha Professor, School of Sciences, MANUU	Member
10.	Prof. Shahbaz Ahmed Finance Officer, MANUU	Member
Special Invitees		
11.	Prof. Mohd. Shahid, Dean Academics, MANUU	Special Invitee
12.	Dr. Md. Zair Hussain Controller of Examinations	Special Invitee
13.	Prof. Sayyad Aman Ubed, Professor (Education), CDOE	Special Invitee
14.	Prof. Mohd Razauallah Khan, Director, CDOE	Member Secretary

At the outset, Prof. Mohd Razaullah Khan, Director, Centre for Distance and Online Education (CDOE), warmly welcomed all the esteemed members to the 17th meeting of the Centre for Internal Quality Assurance (CIQA) and expressed his sincere gratitude for their presence and continued guidance.

He apprised the house of his participation in the online meeting convened on 12th February, 2026 by the Secretary, UGC, wherein discussions were held with Higher Educational Institutions (HEIs), including CDOE, MANUU, regarding enrolment and strengthening quality benchmarks in distance and online education.

The Director further informed the members that the Secretary, UGC, appreciated the innovative initiatives undertaken by CDOE in the production and dissemination of Audio-Video lessons and Audio lessons developed from the University's copyrighted study material.

The members noted the appreciation received from UGC and commended the efforts of CDOE in leveraging emerging technologies to expand academic outreach while maintaining quality standards.

With the introductory remarks, Director, CDOE presented the agenda items before the Committee, with the permission of the Chair.

AGENDA ITEMS

17.1 Confirmation of Minutes of 16th CIQA Meeting held on 16th September, 2025

The Minutes of the 16th CIQA Meeting held on 16th September, 2025 were circulated to all members for their review and comments. As no observations, modifications, or suggestions were received from any member, the Committee unanimously resolved to confirm and approve the same.

17.1.2 Follow-up/Action Taken Report (ATR) on the Minutes of 16th CIQA (Centre for Internal Quality Assurance) meeting held on 16th September, 2025

Follow-up / Action Taken Report (ATR) on minutes of 16th CIQA Meeting held on 16th September, 2025:

Item No.	Particulars	Follow-up/Action Taken
16.3.1	No Fee Concession to MANUU Staff for Professional Courses/Programmes	Implemented
16.3.2	Introduction of MOOCs on 'Teaching and Learning' (PGED201GET)- Generic Elective Course for PG students	In process
16.3.3	Approval of Programme Project Report (PPR) for the Diploma in Guidance and Counselling (DGC)	In process
16.3.4	Proposal for approval of Payment norms for Diploma in Early Child Care Education (DECCE) & Diploma in School Leadership and Management (DSLMM) Programmes	Implemented

16.3.5	Proposal for Conduct of On-Demand Examination for B.Ed-ODL Backlog Students	Exam Branch
16.3.6	Approval of CIQA Report for 2024-25	Submitted
16.3.7	Proposal for Award of Grace Marks in Assignments	Exam Branch
16.3.8	Proposal for Construction of Transit House	This item was dropped
16.3.9	Madrasa Connect Programme Expansion	In process

The action taken report was presented and it was approved.

17.2 ITEMS FOR REPORTING/RATIFICATION

17.2.1 Details of Admission 4YUG/PG/Diploma/Certificate Programmes for the Academic year 2025-26

As per the Notification of UGC-DEB, CDOE has issued admission notification for the academic year 2025-26. The last date of admission was 15th October, 2025. As per UGC-DEB requirement the admission data uploaded on their portal before 15th October, 2025. The admission details are given below:

Sl. No.	Programmes	Total Admissions
1.	Bachelor of Arts (Hons) 4YUG	5800
2.	Bachelor of Science (Hons) 4YUG	1454
3.	Bachelor of Commerce (Hons) 4YUG	87
4.	Bachelor of Education (B.Ed.)	662
5.	Master of Business Administration	100
6.	Master of Arts (Arabic)	1109
7.	Master of Arts (Urdu)	3133
8.	Master of Arts (English)	1529
9.	Master of Arts (Hindi)	473
10.	Master of Arts (History)	421
11.	Master of Arts (Islamic Studies)	324
12.	Diploma In Early Childhood Care and Education	81
13.	Diploma In School Leadership and Management	105
14.	Diploma in Teach English	27
15.	Diploma in Journalism and Mass Communication	101
16.	Diploma in Employability Skills	11
17.	Diploma in Urdu	127
18.	Certificate Course in Functional English	20
19.	Certificate Course in Proficiency in Urdu Through English	40
Total Admission		15604

The Committee noted the progress in admissions and appreciated the efforts made by the CDOE for admission campaigns through various means and platforms.

Hon'ble Vice-Chancellor suggested an early admission campaign throughout the country for the next admission cycle involving Regional Directors, Asst. Regional Directors, other Staff, Coordinators of LSCs etc. The members agreed for the same.

The admission details were presented before the Committee and the same was ratified. The Committee appreciated the suggestions of the Hon'ble Vice-Chancellor and approved.

17.2.2 Enhancement of fees for Issuance of Migration Certificate/Bonafide Certificate/In-Service Bonafide Certificate

The Centre for Distance & Online Education (CDOE), MANUU was earlier charging a fee of ₹200/- for issuance of Migration Certificate, Bonafide Certificate and In-service Bonafide Certificate. Subsequently, the Department of Posts, Government of India, revised the postal tariff with effect from 01.10.2025, leading to an increase in expenditure towards dispatch of certificates. In addition, the costs related to printing, stationery, processing, verification of service records (in case of In-service Bonafide Certificates), and administrative handling have also increased.

In view of the enhanced postal and administrative costs, the competent authority approved the revision of the fee structure as under:

Sl. No.	Certificate	Existing Fee	Proposed Fee
1.	Migration cum Bonafide Certificate	Rs. 200/-	Rs. 500/-
2.	In-service Bonafide Certificate (For J&K Region)	Rs. 200/-	Rs. 700/-

The revision was considered necessary to rationalize the fee structure and offset the increased operational expenditure.

The matter was placed and the Committee ratified the same.

17.2.3 Establishment of Learner Support Centre (LSC)

The University has established the following LSC/Study Centre:

Govt. MAM College , BR Ambedkar Road, Opp. University of Jammu, Jammu-180006, J&K	Approval of the Hon. Vice-Chancellor dated 01.10.2025
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The matter was placed and the Committee ratified the same.

17.2.4 Best Performing Award to Top Ten (10) Learner Support Centres (LSCs)

To encourage healthy competition among the Learner Support Centres (LSCs), the Hon'ble Vice-Chancellor had announced an incentive of up to ₹25,000/- for the ten (10) top-performing LSCs based on their performance in campaigns, admissions, overall achievements, etc. The announcement was made during the Orientation-cum-Workshop for LSC Coordinators held on 4th & 5th March, 2024.

In this regard, a committee was constituted to finalize the top ten (10) LSCs for the admission cycle 2025 - 26. The committee finalized the LSCs, and the results were announced during the "Two-Day National Orientation-cum-Workshop for RDs, ARDs & Coordinators" held on 12th & 13th January, 2026. Subsequently, a total amount of ₹2,50,000/- (Rupees Two Lakh Fifty Thousand only) @ ₹25,000/- per LSC has been sanctioned by the competent authority.

The matter was placed and the Committee ratified the same.

17.2.5 Motivational Incentive of ₹10,000/- to Learner Support Centres (LSCs) for Admission Cycle 2025–26

The Competent Authority has accorded approval for providing a cash incentive of ₹10,000/- to each Learner Support Centre (LSC) that enrolled a minimum of 100 students during the admission cycle 2025 - 26. Total 46 Learner Support Centres (LSCs) were found eligible under this criterion, having enrolled 100 or more students.

Accordingly, a total amount of ₹4,60,000/- (Rupees Four Lakh Sixty Thousand only) @ ₹10,000/- per LSC has been sanctioned by the competent authority.

The matter was placed and the Committee ratified the same.

17.2.6 Approval for Uploading Self-Learning Audio Lessons for UG 1st Semester Programmes on University Website and CDOE YouTube Channel

The Self-Learning Audio Lessons for UG 1st Semester programmes—B.A. (Hons.), B.Sc. (Hons.) and B.Com. (Hons.)—have been developed using AI-enabled tools as supplementary learning resources to provide additional academic support and enhance learning outcomes. These audio lessons aim to promote flexible, accessible, and learner-centric education, particularly for learners enrolled in distance and online modes.

The audio lessons were formally inaugurated on 12.01.2026 during the Two-Day National Orientation-cum-Workshop for RDs/ ARDs and Coordinators held on 12-13 January, 2026.

Uploading these audio lessons on the University website and CDOE YouTube channel ensures wider accessibility, effective utilization, and continuity of self-learning support for students, thereby strengthening the learner-centric approach of the University. Subsequent semester-wise audio lessons will be uploaded on a regular basis. The Competent Authority had accorded approval for the same.

The matter was placed and the Committee ratified the same.

17.2.7 Proposals of the Research and Innovation Unit (RIU), CDOE

A proposal has been submitted by the Research and Innovation Unit (RIU) of the Centre for Distance and Online Education (CDOE), MANUU, which was approved by the competent authority, as detailed below:

1. The Competent Authority has accorded approval of the Minor Research Project (MRP) Framework for CDOE faculty, with an annual financial allocation of ₹5,00,000 (Rupees Five Lakhs only), aimed at strengthening research, innovation, and evidence-based academic practices in Distance and Online Education.
2. The Competent Authority has accorded approval to launch of an official research journal of CDOE titled “Indian Journal of Distance and Online Education”, to be published in English with an initial annual frequency, to be upgraded to bi-annual in due course.
3. The Competent Authority has accorded approval for establishment of a Multi-disciplinary Research Knowledge-Sharing Forum of CDOE titled “Forum for Academic Research, Outreach, Zeal and Awareness” (FAROZA) to promote academic dialogue, research dissemination, and outreach activities.

The Committee appreciated the move with the suggestions to enhance the amount from Five Lakhs to Ten Lakhs initially and also to include the faculty other than CDOE inviting applications in this regard.

The Hon’ble Vice-Chancellor also suggested to offer two research fellowships for system based research on CDOE for two years as per UGC-JRF norms.

The matter was placed and the Committee ratified the same.

17.3 ITEMS FOR CONSIDERATION

17.3.1 Approval of Programme Project Report (PPR) for the M A - Education.

The PPR for Master of Arts in Education was placed before the committee for consideration.

The Committee approved the same.

17.3.2 Approval of Programme Project Report (PPR) for the Master of Social Work.

The PPR for Master of Arts in Social Work was placed before the committee for consideration.

The Committee approved the same.

17.3.3 Approval of Programme Project Report (PPR) for the Master of Computer Applications (MCA).

The PPR for Master of Computer Applications (MCA) was placed before the committee for consideration.

The Committee approved the same.



17.3.4 Assignment-Related Issues-Reg

Academic Affairs Unit of CDOE has proposed the following matters related to Assignments of UG/PG Programmes including NEP-2020:

1. Four (4) Credit Courses – Assignments (Total: 30 Marks)

- Each four (4) credit course shall continue to have two assignments, each Assignment carrying 15 marks, total 30 marks.
- Assignment 1 shall be through Google Form and will cover the first 50% of the syllabus. There shall be 30 objective-type questions, each carrying 0.5 mark (Total: 15 marks)
- Assignment 2 shall be descriptive in nature and shall cover the remaining 50% of the syllabus. The assignment shall consist of five (5) descriptive-type questions, out of which students shall be required to answer any three (3) questions. Each question shall carry five (5) marks (Total: 15 marks).

2. Two (2) Credit Courses – Assignment (Total: 15 Marks)

- Each two (2) credit course shall have one assignment through Google Form, carrying 15 marks.
- The assignment structure shall be as follows:
 1. 20 objective-type questions, each carrying 0.5 mark (Total: 10 marks)
 2. 2 descriptive-type questions, each carrying 2.5 marks (Total: 5 marks)
 3. Students may attach/upload their descriptive answers within the Google Form.

The Committee approved the same.

17.3.5 Proposal for Construction of Multipurpose Activity Centre of CDOE

In view of the increasing academic activities, expansion of ODL/Online programmes, and the need for a centralized facility to conduct learner-support and administrative functions, efficiently, it is proposed to construct a Multipurpose Activity Centre for CDOE.

The Hon'ble Vice-Chancellor appreciated proposal for construction of a Multipurpose Activity Centre under the Centre for Distance and Online Education (CDOE). He emphasized that in view of the expanding academic, training and outreach activities of CDOE, there is a growing requirement for a dedicated space to conduct workshops, content development sessions, faculty training programmes, student engagement activities, academic counselling sessions and Examinations and logistics/guests house for RDs/ARDs/ Coordinators from all over the country.

The Committee appreciated the vision and rationale presented by the Hon'ble Vice-Chancellor, noting that the proposed Centre would significantly contribute to improving academic delivery, support services, accommodation and institutional capacity building.

It was also proposed that the Multipurpose Activity Centre shall be funded only from the interest accrued on the amount of CDOE deposits. The actual deposits shall not be used for this purpose. The project will come up in a phased manner.



After detailed deliberations, the Committee unanimously approved the proposal for the establishment of the Multipurpose Activity Centre of CDOE and the expenditure for the same shall be incurred from the interest amount of CDOE deposits.

17.4 Any other item with the permission of the Chair

Following items have been permitted by the chair for discussion and decisions:

- i. The Controller of Examinations proposed to increase the fee amount for issuing Degrees as follows:

Sl. No.	Particulars	Proposed Fee
1	Issuing of Degree	Rs. 1000/-
2	Issuing of Duplicate Degree/PC	Rs. 1500/-

The Degree fees to be collected at the time of admission to final year. It will help students in getting Degree directly at their addresses. They need not have to apply for Degree separately.

- ii. Prof. V. Venkataiah, Former Vice-Chancellor, Krishna University, AP and Prof. S. Jeelani, Director, Distance Education, University of Hyderabad (HCU) placed on record their deep appreciation for the visionary leadership, guidance, and proactive initiatives of the Hon'ble Vice-Chancellor in steering the University towards holistic growth and academic excellence.
- iii. The members particularly commended the strategic strengthening of the Centre for Distance and Online Education (CDOE), including the establishment of the Multimedia Centre, which has significantly enhanced the University's capacity for digital content creation and dissemination. The members appreciated the systematic production of a substantial number of self-learning materials (SLMs), textbooks, and enriched academic resources across programmes.
- iv. Special mention was made of the large-scale development and dissemination of Audio and Video lessons, as well as the creation of a digital repository of AI-enabled audio lessons prepared from the University's copyrighted study material. These initiatives, they observed, demonstrate a forward-looking approach in leveraging emerging technologies to improve accessibility, promote inclusive education and extend the University's academic outreach to diverse and remote learners.
- v. The Committee acknowledged that these efforts have not only strengthened the academic ecosystem of the University but have also positioned CDOE as a progressive and innovative centre in the domain of distance and online education:

- vi. The house also appreciated and noted the continuous efforts made by Professor Mohd. Razauallah Khan, Director, CDOE and his team towards quality enhancement and technological integration in academic delivery.


Director, CDOE
Member-Secretary


16.02.28
Vice-Chancellor
Chairperson