

### **About the Centre for Internal Quality Assurance (CIQA):**

The Centre for Internal Quality Assurance (CIQA) at Assam down town University is the nodal unit responsible for planning, guiding, monitoring, and enhancing the quality of all programme offered through the Centre for Distance and Online Education (CDOE) in the University. It functions as a self-regulatory mechanism to ensure conscious, consistent, and catalytic improvement in academic and administrative processes in line with UGC regulations.

The Centre promotes a quality culture that integrates learner-centricity, technology-enabled learning, inclusive access, transparency, and accountability into every stage of programme design, delivery, evaluation, and support services managed under CDOE. It also coordinates with statutory bodies and regulatory agencies to ensure compliance, timely reporting, and continuous enhancement of quality standards specific to distance and online education.

### **Vision, Mission and Objectives**

#### **Vision**

To emerge as a leading **centre** of quality assurance for programmes offered under the Centre for Distance and Online Education (CDOE) that continuously enhances academic standards, learner success, and institutional credibility at national and global levels.

#### **Mission**

- To institutionalize robust internal quality assurance systems covering all aspects of CDOE programme management, from curriculum design to certification.
- To promote innovation, learner support, and technology integration for effective teaching-learning and assessment in flexible learning environments under CDOE.
- To develop a participative quality culture engaging faculty, staff, learners, alumni, and external stakeholders in continuous quality improvement for CDOE activities.

#### **Broad Objectives**

- Develop and implement quality assurance policies, guidelines, and standard operating procedures for programmes under CDOE in consonance with UGC frameworks.
- Monitor academic and administrative performance through defined key indicators, periodic reviews, and internal audits for all CDOE-related activities.
- Facilitate preparation and submission of statutory reports (UGC-DEB, AISHE, AQAR, etc.) related to CDOE, supported by a robust Management Information System (MIS).

## **Functions of CIQA:**

The functions of Centre for Internal Quality Assurance would, inter alia, include the following namely:

- (i) To maintain quality in the services provided to the learners.
- (ii) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the university.
- (iii) To contribute in the identification of the key areas in which university maintain quality.
- (iv) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- (v) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- (vi) To suggest measures to the authorities of the University for qualitative improvement.
- (vii) To facilitate the implementation of its recommendations through periodic reviews.
- (viii) 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 Assam down town University.
- (ix) 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 the University.
- (x) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).
- (xi) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;
- (xii) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- (xiii) To maintain are cord of Annual Plans and Annual Reports of the University, review them periodically and generate actionable reports.
- (xiv) To provide inputs to the university for restructuring of programmes in order to make them relevant to the job market.

- (xv) To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- (xvi) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- (xvii) To adopt measures to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit.
- (xviii) To coordinate between the University and the UGC for various quality related initiatives or guidelines.
- (xix) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.

### **Composition of CIQA Committee:**

The Centre for Internal Quality Assurance (CIQA) Committee of Assam down town University has been constituted in accordance with UGC guidelines. The primary objective of this committee is to ensure and monitor quality processes related to the Centre for Distance and Online Education (CDOE) at AdtU.

The composition of the committee is as follows:

<b>S.N.</b>	<b>Name</b>	<b>Designation</b>	<b>Position in the Committee</b>
1	Prof. N. C. Talukdar	Vice Chancellor	Chairperson
2	Prof. Pranveer Singh	Pro-Vice Chancellor	Senior Teachers
3	Prof. M K Modi	Executive Dean	
4	Dr. Mala Dutta	Director, CDOE	
5	Dr. Aniruddha Deka	Dean (I/C) Faculty of Computer and Technology	Head of the department (3 members)
6	Prof. Seema Sarma	Dean, Faculty of commerce and management	
7	Dr. Debashish Misra	Associate Dean, FoCT	
8	Dr. Saroj Verma	Director of Distance Education Bureau, Noida International University:	External Expert (ODL)
9	Dr. Rajeeb K Doley	Director, Centre for Inclusive Development Tezpur University	
10	Dr. Ashim Barman	Registrar	Official from Administration

11	Dr. Ruhit Jyoti Konwar	Deputy Registrar (Academics)	Official from Administration
12	Mr. Prasenjit Chakraborty	Finance Officer	Official from the Finance department
14	Dr. Ananta Choudhury	Director, CIQA	Member Secretary
15.	Dr. Anup Basistha	Deputy Director (Ranking), IQAC	Member

#### **Functions of CIQA Committee:**

- (i) To oversee the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes.
- (ii) To facilitate adoption of instructional design requirements as per the philosophy of the CDOE decided by the statutory bodies of Assam down town University for its different academic programmes.
- (iii) To promote automation of learner support services of the Higher Educational Institution.
- (iv) To coordinate with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes.
- (v) To coordinate with third party auditing bodies for quality audit of programme(s).
- (vi) To oversee the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution.
- (vii) To promote collaboration and association for quality enhancement of Open and Distance Learning and Online modes of education and research therein.
- (viii) To facilitate industry-institution linkage for providing exposure to the learners and enhancing their employability.