Minutes of the Centre for Internal Quality Assurance Meeting held on 07.02.2019

Periyar University Centre for Internal Quality Assurance has organized its first meeting for the academic year 2019-2020 on 07.02.2019 at 11.00 am in the syndicate room Presided over by the Chairman-CIQA, Hon'ble Vice-Chancellor Prof. Dr.P.Kolandaivel and convened by Dr.R.Balagurunathan.

Hon'ble Vice-Chancellor Dr.P.Kolandaivel, Chairman, CIQA – PRIDE, has welcomed and introduced the committee members. The convener Dr.Balagurunathan has briefed the purpose and need for the CIQA for Distance Education. Dr. P.G.Bhuvanalatha, Director for distance education explained the UGC-DEB regulation 2017 and she also briefed that prior to the formation of CIQA committee, initial activities towards programme development methodology and programme delivery mechanism has been initiated and towards the same the following programmes were conducted.

- Formulation of Subject expert committee to develop Programme Project Report (PPR) of each of the programme offered in the Distance mode in accordance with UGC-DEB Guidelines and Regulation 2017. (Dated: 08.09.17)
- Meeting conducted with all the Subject expert committee members to explain the structure of PPR and to detail the guidelines towards same. (Meeting dated: 15.09.2017)
- A workshop conducted to detail the Guidelines on Preparation of Self-Learning Material. Dr.K.Murugan, Professor & Head, Academic Director, Tamil Nadu Open University, Chennai, was invited as special invitee (Dated: 14.06.2018)
- A Regulation committee was formulated to establish guidelines to regulate the Learner support centers approved in accordance with UGC-DEB Guidelines and Regulation 2017. (Meeting dated: 14.06.2018)

The following Agenda were discussed:

1. Indentifying the key areas in which the Higher Educational Institution should maintain quality.
2. Deciding policies for programme development methodology and programme delivery mechanism.
3. Evaluation Programme Project Reports which are submitted for UGC-DEB approval 2018-2019.

4. Evaluation and suggestion for automation of academic and administrative activities of the Higher Educational Institution, Regional Centres and Study Centres or Learning Support Centes.
5. Suggestion to the authorities of the Higher Educational Institution, measures for qualitative improvement.
6. Any other items.

The minutes of the meeting is presented as follows:

Minutes of the Agenda 1:

Quality in Programmes offered, Curriculum updation to cater the industry needs, high quality learner experience, quality enhanced faculty members, quality in learning environment and leaner support and resources are the key areas identified to maintain quality in the Distance Education of Periyar University.

Minutes of the Agenda 2:

The committee records the following policies:

- Programme development should align with the vision and mission of the institution
- Programmes offered by the institution should be relevant to market needs, because candidates enrolling for the Distance education are mainly from Industry and academics.
- Curriculum design should be need based curriculum and include specific components of specialization.
- Curriculum planning process should include the professionals from the industry
- Programme delivery mechanism should be in such a way, the outcome should highlight the effectives of programme and its value.
- Academic flexibility should be provided
- Learning resources are the key component of delivery mechanism, hence the institution should maintain quality in learning resources and should provide e-resources.
- Feedback system should be provided for revision and redesign

Minutes of the Agenda 3:

- The members discussed, whether all the Progrmme Project Report is supported with learning outcomes.

- Evaluated whether desired outcomes of learning process in terms of skills and knowledge.
- Members emphasized the need of assessment of course materials to ensure purpose of learning resources is fulfilled.

Minutes of the Agenda 4:

- Administration Automation System, Student Record Keeping System, cloud server and a PHP based application that will automate everyday tasks of the academic and admistrative activities of university, Regional centers and learning support centers.

Minutes of the Agenda 5:

The committee records the following suggestions:

- Programmes offered by the institution should be relevant to market needs, because candidates enrolling for the Distance education are mainly from Industry and academics.
- Programme structure should ensure the quality and updated with latest trends of industry to attract maximum numbers of takers and retain viable learners.
- The institution should offer high quality learner experience to retain the learners.
- To promote high quality learner experience, the quality of faculty members should be on par with regular academia and updated knowledge of industry.
- The institution should support them in understanding and implementing the learning outcomes
- Learner support system, ie., Learning support centers should provide seamless learner centered environment.
- Learning support centers should focus more on providing quality physical facility, library and information technology infrastructure.
- Regular Quality audit and there should be members from industry to support the programme outcome.

(Director – CIQA)   **(Convener-CIQA)**   **(Chairman-CIQA)**