

Action Taken Reports OF CIQA Meetings

Date of Meeting	Particulars	Action Taken
09 th April 2018	To formally launch the functioning of the Centre for Internal Quality Assurance (CIQA)	- The functioning of CIQA formally started from 9 April 2018 - A copy of UGC (ODL) Regulation 2017 was distributed among all members and staff.
	To appraise members regarding the role and functions of CIQA and clarify doubts if any.	The Student Support Centre which was existing in the DDE earlier was renamed as Learner Support Centre on 9 April, 2019
12 th May 2018	Preparation of Annual Plan for making Quality Improvements in DDE.	The Annual Plan / Academic Calendar was prepared and uploaded on university Website.
	Maintenance of Records of queries of Learners and students enrolled under DDE	- A register which was maintained for recording queries of learners in DDE was checked to ensure its regularity - An online Grievance Redressal mechanism was put in place in the institute's website
January 19, 2019	Monitoring of Admission and Enrolment.	Director DDE regularly supervised the admission and enrollment process that was undertaken.
	Review of SLM / Contact / Practical Classes held for learners of various programmes	A Feedback form was developed.
	Review of Implementation of Academic Calendar.	Online and offline counseling was provided by the administrative staff of DDE including the Director and Assistant Director
	Uploading/Updation in the Institute's website the Information of Faculty/Authors who have prepared Self Learning Materials.	Action in this regard is yet to be taken. It is in process.
May 10, 2019	Review of Programme Project Reports (PPRs) of existing Programmes offered under distance education.	- The PPR of all programmes offered by DDE have been prepared and the same shall be submitted for approval in the Academic Council - Revision of syllabus of all programmes is in progress.


 07/08/2019


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