SCHOOL OF OPEN & DISTANCE LEARNING CIQA

ABOUT CIQA AT SODL

School of Open and Distance Learning D Y Patil University established Central Internal Quality Assurance Cell Keeping in view the enormous growth of the University; multifarious activities performed by the University; directive of National Assessment and Accreditation Council (NAAC) and University Grants Commission; the Centre has been established with the primary focus to shoulder the responsibilities of generating and promoting awareness for quality assurance and to work out the procedural details. The CIQA shall directly report to the Vice Chancellor D Y Patil University.

CIQA cell of SODL channelizes and systematizes the efforts and measures of an institution towards academic excellence. CIQA is working towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure and offering suggestions for Curriculum revision and enhancement, etc.

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FUNCTIONS

- The functions of CIQA will include the following:

- The CIQA will collect the Programme Project Report (PPR) for each programme and vet it for quality
- It will get the PPRs approved by all the all the statutory bodies of DYPU SODL
- The CIQA will ensure the implementation of all the policies pertaining to distance education of DYPU SODL
- It will generate reports on various activities of ODL and make them available to the authorities of the University.
- It will ensure production of quality Self Learning Material (SLM) for each programme and look for the adoption of the guidelines of the UGC in the preparation of Self Learning Material (SLM)
- The CIQA will ensure the implementation of the UGC guidelines in every aspect of the functioning of DYPU SODL.

OUR VISION

Creation and establishment of versatile and competent Open & Distance Learning system to cater to the educational aspirations of the society across Maharashtra and beyond.

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OUR MISSION

- To deliver affordable and accessible quality education for augmenting the academic value and skills of higher education aspirants.

- To set benchmark for quality distance education. Provide facility for lifelong education to intending learners.

- Strive for up gradation of technology without compromising the basic values of the society.

GOALS & OBJECTIVES

The Centre for Internal Quality Assurance has been created as a part of quality control measures enshrined in ODL Regulations, 2017. There are several exercises in the field of distance education which require a separate set of quality parameters which may vary from the on-campus programmes for which the IQAC is the nodal agency. The activities in ODL include highly flexible delivery systems and need primarily to be learner-centric. The formation of CIQA will ensure the adoption of qualitative distance education right through all the processes. The ODL programmes envisaged in DYPU SODL would be a dynamic model aimed at creating a broad-based, technology- assisted and a leaner-oriented model. Some of the features are:

- To render quality service to the ODL learners
- To constantly revisit the system based on experience and keep the ODL activities dynamic
- To maintain quality in all the key area of ODL operations

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- All the Quality Assurance efforts will be made public and shared among all the stake holders
- To keep in place an effective feed-back system
- CIQA will be the nodal body to coordinate the inter functionality among all the departments
- To provide interactive platforms among all players in ODL to exchange views, ideas and innovative practices
- To ensure quality in the delivery tools form the preparation of Programme Project Report for each programme to evaluation of examination scripts
- Maintaining accurate records of all the activities in ODL and generate reports of all kinds.

JOB RESPONSIBILITY OF CIOA CO-ORDINATOR

- The CIQA at DYPU SODL would meet periodically to review the ongoing activities of the Distance Education.
- To monitor the preparation of Programme Project Report and ensure that the guidelines of the UGC are strictly adhered to
- To oversee the preparation of Self Learning Material (SLM) and suggest effective corrective measures wherever required.
- To follow up the effectiveness of Personal Contact Programmes in terms of its reach, coverage and participation by the students
- To engage constantly with the UGC and MHRD and understand the implications of their guidelines
- To be in touch with the other institutions offering ODL and familiarize with the best practices followed elsewhere

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- To encourage research on distance education and encourage the Faculty of DYPU SODL to go for publications and participate in seminars and conferences.
- To prepare reports on the progress of ODL periodically and maintain key data on ODL activities in DYPU SODL
- To ensure that the learning is maximised through learner-centric approaches.

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MEMBERS OF CIOA OF DYPU SODL

NAME	DESIGNATION
Dr. Vandana Mishra	Chairperson
Ms. Bhakti Naik	Deputy Chairperson
Mr. Naeem Pathan	Deputy Chairperson
Mr. Arnab Mondal	Co-ordinator
Mr Collin John	Student Member
Mr. Sajish Deshmukh	Student Member
Ms. Shailaja Poojary	Student Member
Mr. Sujith Gopinath	Member from Industry
Mr. Kishor Thapar	Member from Industry
Mr. Amit Chawla	Member from Industry
Ms. Suprabha Raorane	Local Nominee
Mr. Manoj Diwedi	Employer member (Johnson and Johnson Company)
Mr. Guha	Employer member (Times of India)
Mr. Anuj Mishra	Employer member (Tunga Hotel Group)
Mr Arpit Verma	Employer member (Zenlive Media)

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STRATEGIES OF SODL

- To identify potential students who are looking for to continue their education through distance learning mode.
- To reach maximum potential students through effective marketing tools.
- Identifying effective tools to make student understand the importance of LMS in distance education.
- To simplify registration and enrolment process to make admission process hassle free for potential students.
- To create system of financial assistance through easy EMI and hassle-free loans availability for economically weak students.
- To create a round the clock system for assisting students via emails, chats and direct contact with concerned faculties.
- To create a competitive yet manageable examination system to encourage innovative & creative thinking in students
- Impart quality education through easy platform to masses at affordable cost.
- To impart skills to improve the employability quotient in country.

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TEACHING AND LEARNING METHODOLOGY OF OPEN AND DISTANCE LEARNING

- Webinars, Virtual Session
- Audio visual presentation
- PPTS, Workshops & Seminars
- Digital library.
- Industry interaction, Case Studies.
- Interactive Sessions, Discussion Forum

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Minutes of Meeting of Centre for Internal Quality Assurance (CIQA), D Y Patil University, School of Open and Distance Learning (SODL)

The meeting of members of Centre for Internal Quality Assurance (CIQA) of D Y Patil University, School of Open and Distance Learning (SODL) was held on 16th Sept 2019 at 11.00 Am, in Conference Room.

The following persons were present:

Name	Designation	Signature
Dr Ashish Jadhav	Director, School Of Open & Distance Learning	
Mr Umesh Patil	Deputy Registrar, School Of Open & Distance Learning	
Dr. Vandana Mishra Chaturvedi	Director, School of Hospitality	Vandana Mkshra
Dr. Syed Gous	Member, CIQA	Gous
Mr. Naeem Pathan	Member, CIQA	Pathan
Mr. Arnab Mondal	Member, CIQA	
Ms. Bhakti Naik	Member, CIQA	

The following agenda was placed before the committee for the discussion and resolution.
- Discontinuation of B.Sc. in Culinary studies.
- Review and approval of quality assurance mechanism for ODL programs.
- Discuss on academic feedback mechanism, advance learning resources for students
- Approval of new curriculum and other SLM materials prepared for ODL programs of various academic departments of SODL.
- Approval of digital library and recording studio for faculties.
- Launching of new certificate programs

During the discussion and review on the agenda following implementations were also done by CIQA to resolve every agenda:

- A detailed discussion took place on UGC's Regulations for ODL programs. It was appreciated that various departments have already arranged all the facilities for which have been expected from universities under the Regulation. CIQA members appreciated that SODL is already providing online counselling & guidance, call Centre base support mobile app video content etc. along with printed material to the ODL Student.
- As per directives received from UGC DEB. B.Sc. in Culinary studies has be discontinued and necessary changes on the website has been implemented.
- Digital library will be updated as per discussion in the meeting.
- Work plan for a state of art Recording studio has been discussed and plan will be implemented soon.

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- Various quality related aspects were reviewed and they were found to be on par with the standards as stipulated in UGC (ODL) Regulations, 2017. The same will be reviewed quarterly and updated according.

- CIQA resolved that the SLMs prepared for these programs meet the standards, hence the SIMs were approved It was also noted that for the Programs mentioned the preparation of SLIM were in progress. SLM quality will be maintained and monitored from time to time to maintain quality and standard.

- New PGD courses to be launch to catering to the working professionals who are looking for an upgrade.

The above recommendations has been approved by the members.

Director,
School of Open & Distance Learning
Navi Mumbai

Deputy Registrar
School of Open & Distance Learning
Navi Mumbai.

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<u>Minutes of Meeting of Centre for Internal Quality Assurance (CIQA), D Y Patil University, School of Open and Distance Learning (SODL)</u>

The first meeting of members of Centre for Internal Quality Assurance (CIQA) of D Y Patil University, School of Open and Distance Learning (SODL) was held on 14th march 2020 at 11.00 Am, in Conference Room.
The following persons were present:

Name	Designation	Signature
Dr Ashish Jadhav	Director, School Of Open & Distance Learning	
Mr Umesh Patil	Deputy Registrar, School Of Open & Distance Learning	
Dr. Vandana Mishra Chaturvedi	Director, School of Hospitality	Vandana Mishra
Dr. Syed Gous	Member, CIQA	
Mr. Naeem Pathan	Member, CIQA	
Mr. Arnab Mondal	Member, CIQA	
Ms. Bhakti Naik	Member, CIQA	

The following agenda was placed before the committee for the discussion and resolution.

- Discussion on Launching MBA program in various specialization.
- Review and approval of quality assurance mechanism for ODL programs.
- Discuss on academic feedback mechanism, advance learning resources for students
- Approval of new curriculum and other SLM materials prepared for ODL programs of various academic departments of SODL.
- Approval of updated SLM prepared by expert's faculties for ODL programs of various departments of SODL
- . discussion on starting up of new MBA program through online mode .

During the discussion and review on the agenda following implementations were also done by CIQA to resolve every agenda:

- A detailed discussion took place on UGC's Regulations for ODL programs. It was appreciated that various departments have already arranged all the facilities for which have been expected from universities under the Regulation. CIQA members appreciated that SODL is already providing online counselling & guidance, call Centre base support mobile app video content etc. along with printed material to the ODL Student.

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- Digital library will be updated as per discussion in the meeting.
- Various quality related aspects were reviewed and they were found to be on par with the standards as stipulated in UGC (ODL) Regulations, 2017. The same will be reviewed quarterly and updated according.

- CIQA resolved that the SLMs prepared for these programs meet the standards, hence the SIMs were approved It was also noted that for the Programs mentioned the preparation of SLIM were in progress. SLM quality will be maintained and monitored from time to time to maintain quality and standard.

- New MBA programs to be launch to catering to the working professionals who are looking for an upgrade.

- Launching of MBA programs has been approved by the member of the board present.

Director,
School of Open & Distance Learning
Navi Mumbai

Deputy Registrar
School of Open & Distance Learning
Navi Mumbai

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QUALITY POLICY

The DYPU SODL is committed to achieve excellence in teaching, research and extension by:

- Imparting globally competitive education.
- Selecting and retaining competent and motivated faculty.
- Providing world class infrastructural resources.
- Promoting quality research environment.
- Ensuring transparent and accountability.
- Focusing on holistic development of learners.
- Creating relationship with industry, and society.
- Striving for financial self-reliance.

1		**Years**	**Recommendations**	**Action Taken Report**
	Curriculum Development	**2019 -20**	To add more industry centric Curriculum for UG and PG Program for Boarder learning More emphasis On discussion forum Discussion Forum for Students to be Encourage .	As Recommend by CIQA Committees. Tie up with BMEC UK For City and Guilds UK .

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III	**Research, Consultancy**	**2019 - 2020**	To create Open platform for the students to innovate and creativity	Seminar conducted on entrepreneurs and start ups
			Real Projects to be given students To enhance their learning experience.	New realistic project have been identified With the help of industry experts and will be incorporated from the new academic yr. .
IV	**Infrastruct**	**2019 -**	To activate digital library for students For the student. That can be accesed from any electronic gagdets .	E-library and digital content is now available

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	ure and Learning Resources	**2020**			on student Portal
V		**2019 -** **2020**	To establish a System to monitor the the progress of students. And to channelize the student feedback mechanism	Checking of Student feed back and taking corrective action and to provide academic support whenever needed .

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	Student Support and Progression		progression and improvement of student in academics. Webinar by industry expects and live session with subject teachers.	assignments and providing necessary feedback to the students.
VI	**Governance, Leadership and Management**	**2019 - 2020**	To find new potential student who want to pursue higher education through distance learning mode	Reaching out to the students who have done diplomas and certificate programs by giving them opportunity for higher education.
				Reaching out to working professional who want to pursue higher education.
VI I		**2019 - 2020**	Formulate a feedback mechanism for continues	For BBA & B.sc programs SODL

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	Innovations and Best Practices		improvement and student connectivity	encourages participation through webinars,
				videos and discussion forum. Online Feedback is collected from student regarding distance education and their queries if any

School of Open & Distance Learning Organogram

Director	Dr Ashish Jadhav
Registrar	Mr Umesh Patil
Coordinator	Mrs Bhakti Naik
Coordinator	Mr Naeem Pathan
Deputy Coordinator	Mr Arnab Mondal
Administration	Ms. Namrata Manvekar, Ms.Aarti
Finance	Mr.Auwzil Waz
Library	Mr. Shekar Kale
Exam Section	Ms. Nisha Reshim
Technical Staff	Mr. Sadakat, Mr Pratik

List Of Odl Faculties For B.Sc In Hospitality Studies.

Faculty	**Subject**
Chef Priya Padave	Food Production
Chef shilpa Vanire	Bakery
Mr Kishore Mhaske	Front Office
Mr Imran Pathan	Food & Beverage
Mrs Chaitali Gosavi	House keeping

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List of Odl Faculties for BBA general

Faculty	Subject
Dr Syed Gous	Principle in Management -1
Mrs Ruma Mahiya	Organisational Behaviour -1
Mrs Aarti Pandirkar	Human Resource -1
Mrs Bhakti Naik	Financial Management -1
Mrs Vandana Mishra Chaturvedi	Leadership Management -1
Mr Milind Klipadi	Operational Management -1