# D Y PATIL UNIVERSITY
### SCHOOL OF —
### OPEN & DISTANCE LEARNING
NAVI MUMBAI

# 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 forquality 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 foraugmenting the academic value and skills of higher education aspirants.

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

- Strive for up gradation of technology withoutcompromising 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

- 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 CIQA 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 CIQA 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) |

**STRATEGIES OF SODL**

- To identify potential students who are looking for tocontinue their education through distance learning mode.
- To reach maximum potential students througheffective marketing tools.
- Identifying effective tools to make student understandthe importance of LMS in distance education.
- To simplify registration and enrolment process tomake admission process hassle free for potential students.
- To create system of financial assistance through easyEMI 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 withconcerned faculties.
- To create a competitive yet manageable examination system to encourage innovative & creative thinking instudents
- Impart quality education through easy platform tomasses at affordable cost.
- To impart skills to improve the employability quotientin 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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## <u>Minutes of Meeting of Centre for Internal Quality Assurance (CIQA), D Y Patil University, School of Open and Distance Learning (SODL)</u>

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 16<sup>th</sup> September 2021 at 11.00 Am, in Conference Room.

**The following persons were present:**

| Name | Designation | Signature |
|------|-------------|-----------|
| Dr. Vandana Mishra | Chairperson | |
| Dr. Syed Gous | Member, CIQA | |
| Mr. Naeem Pathan | Member, CIQA | |
| Mr. Arnab Mondal | Member, CIQA | |
| Ms. Bhakti Naik | Member, CIQA | |
| Ms.Pallavi Chudhari | Member, CIQA | |
| Mr. Manoj Diwedi | Member, CIQA | |
| Mr. Guha | Member, CIQA | |
| Mr Umesh Patil | Member, CIQA | |
| Mr. Mohan Bhosale | Member, CIQA | |

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

- Discussion on UGC's Regulations for ODL programs, 2017
- Review and approval of quality assurancemechanism for ODL programs of NSOU
- Review and approval of Project Planning Reports (PPR) prepared by various academic departments ofSODL.
- Approval of curricula and other materials prepared for ODL programs of various academic departmentsof SODL.
- Approval of SLM prepared by experts for ODL programs of various departments of SODL
- Endorsing the authorisation of the Registrar, SODL by the competent authority to submit the applicationsof SODL for UGC's approval ODL programs for Academic Session beginning in January 2019 onwards.

**During the discussion and review on the agenda following implementations were also done by CIQA to resolved 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 forthe 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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- Various quality related aspects were reviewed and they were found to be on par with the standards asstipulated in UGC (ODL) Regulations, 2017.
- PPR for all the program were reviewed. All PPRS were found to be compliant with the requirements ofthe aforesaid ODL Regulations and therefore CIQA resolved to approve these PPRs mentioned above.

- CIQA resolved that the SLMs prepared for these programs meet the standards, hence the SIMs were approved It was also noted that for the Programmes mentioned the preparation of SLIM were in progress.

<u>Minutes of Meeting of Centre for Internal Quality Assurance (CIQA),
D. Y Patil University, School of Online (SOL).</u>

The first meeting of members of Centre for Internal Quality Assurance (CIQA) of D. Y Patil University, School of Online (SOL) was held on 14<sup>th</sup> 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 | |
| Dr. Syed Gous | Member, CIQA | |
| Mr. Naeem Pathan | Member, CIQA | |
| | Member, CIQA | |
| Ms. Bhakti Naik | Member, CIQA | |

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

- AHA intuitions for short term courses.
- Students Handbook
- Students Videos
- Students' manual which will includes like: - Exams / Policy/ Grievance Redressal / Grading / Admission
- Discussion of online mode of education along with open and distance learning.
- Discussion on way of online fees paying during pandemic.

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

- As detailed discussion took place on AHA for SOL programs. It was appreciated that short term courses
- Students should have details about student's portal before taking admission. Students Hand book
- Student portal video so that student get idea about how to use portal
- SOL for online mode will be developed as per the current academic standards and following UGC DEB guidelines.
- Keeping up with the latest development, online mode of learning for UG and PG courses will be worked upon and will be integrated as and when required.
- CIQA resolved that because of pandemic to reach out lots of working professional & students for facing issues of fees online is suitable with instalment scheme.

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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 | As Recommend by CIQA Committees. Tie up with BMEC UK For City and Guilds UK. |

| | | | Forum for Students to be Encourage. | |
|---|---|---|---|---|

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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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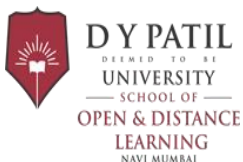| | | | | |
|---|---|---|---|---|
| | **ure and Learning Resources** | **2020** | | on student Portal |
| **V** | | **2019 -**  **2020** | To establish a System to monitor the the progress of students. And to channelize the student feedback mechanism | Checking of Student feedback and taking corrective 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 |

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

**List of ODL Faculties for BBA general**

| Faculty | Subject |
|---|---|
| Dr Syed Gous | Principle in Management -1 |
|  | Organizational Behavior -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 |