MTSOU/CIQA/2024-25/62

May 22 , 2024

CONSTITUTION OF THE CENTRE FOR INTERNAL QUALITY ASSURANCE COMMITTEE (CIQA)

OFFICE ORDER

As provisioned in the Mata Tripura Sundari Open University, Tripura Act 2024 and the Statutes, the Governing Body of the University has approved constitution of **Centre for Internal Quality Assurance Committee (CIQA)** of Mata Tripura Sundari Open University, Tripura, consisting of the following members.

1. Prof. Masood Parveez, Vice Chancellor of the University – Chairperson;
2. Prof. Jai Veer Pratap Sharma,
3. Prof. Munish Kumar Sharma,
4. Prof. Manoj Varshney,
5. Prof. Kamaljeet,
6. Prof. Rajpal Singh,
7. Prof. Anil Kumar,
8. Prof. Anita Priyadarshini,
9. Prof. Mohd Nafees Ahmed Ansari, Director, CDOE, Aligarh Muslim University, Aligarh
10. Prof. Ankur Kumar Agarwal, Finance Officer, MTSOU, Tripura
11. Dr R K Upadhyay, Registrar, MTSOU, Tripura
12. Dr Md Tarique Anwer, Director, CIQA, MTSOU, Trpura – Member Secretary.

The following would be the terms of reference of the CIQA.

a) The membership of such nominated members shall be for a period of two years.
b) The Committee of Centre for Internal Quality Assurance shall meet at least once in a semester.
c) The quorum for the meeting shall be two-third of the total number of members with mandatory presence of one external expert.
d) The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.
e) Centre for Internal Quality Assurance Committee shall perform the following functions, namely:-

a. 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.
b. To facilitate adoption of instructional design requirements as per the philosophy of the Open and Distance Learning and/or Online learning decided by the statutory bodies of the University for its different academic programmes.
c. To promote automation of learner support services of the University.
d. To coordinate with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes.
e. To coordinate with third party auditing bodies for quality audit of programme(s).
f. To oversee the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of University.
g. To promote collaboration and association for quality enhancement of Open and Distance Learning and Online modes of education and research therein.
h. To facilitate industry-institution linkage for providing exposure to the learners and enhancing their employability

Registrar
Mata Tripura Sundari Open University
Gomati-Tripura