

## *Activities of Centre for Internal Quality Assurance (CIQA):*

***To fulfill the above objectives the Centre for Internal Quality Assurance shall :***

(i) prepare a Programme Project Report (PPR) for each programme according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;

(ii) get the Programme Project Report (PPR) approved by the appropriate authority of the Higher Educational Institution and the Commission before launch of the programme;

(iii) oversee the development of Study Learning Material (SLM), integration of Information and Communication Technology (ICT), setting up of Learning Centres and coordination with the parent institution and relevant Regulatory authorities;

(iv) put in place monitoring mechanism to ensure the proper implementation of Programme Project Reports (PPRs);

(v) design annual plans for quality level enhancement at the level of the Higher Educational Institution and ensure their implementation;

(vi) arrange for feedback responses from students, employers and other stakeholders for quality related institutional processes;

(vii) develop quality benchmarks or parameters for the various academic and administrative activities of the Higher Educational Institution;

(viii) obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices;

- (ix) organise workshops or seminars on quality related themes and Higher Educational Institution wise dissemination of the proceedings of such activities;
- (x) suggest restructuring of programmes in order to make them relevant to the job market;
- (xi) develop and implement innovative practices in major areas leading to quality enhancement in services to the learners;
- (xii) create learner centric environment rather than institution centric environment;*
- (xiv) adopt measures to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit;*
- (xv) conduct or encourage system based research to bring about qualitative change in the entire system;
- (xvi) coordinate between the Higher Educational Institution and the Commission for various quality related issues or guidelines;
- (xvii) record activities undertaken on quality assurance in the form of an annual report; and
- (xviii) to coordinate recognition and accreditation of the Higher Educational Institution.*