



25.06.2024

**MINUTES OF THE 8<sup>th</sup> MEETING OF THE CENTRE FOR INTERNAL  
QUALITY ASSURANCE (CIQA) COMMITTEE HELD ON 24<sup>th</sup> JUNE 2024 AT  
11.00 AM AT THE CIQA BOARD ROOM, ADMINISTRATIVE BLOCK,  
TAMIL NADU OPEN UNIVERSITY, CHENNAI -15**

The 8th meeting of the Centre for Internal Quality Assurance (CIQA) Committee of the University was held on 24/06/2024, Monday at 11.00 a.m. through Blended Mode by Google Meet under the Chairmanship of the Hon'ble Vice Chancellor as per the Vice Chancellor note approval dated 19.06.2024. The following members were present.

S.No	Name of the Members	Position
1.	Prof. S. Arumugam Vice Chancellor, TNOU	Chairperson
2.	Dr. S. Balasubramanian Professor & Director, SOTCS, TNOU	Member
3.	Dr. M. Manivannan Professor & Director, SOE, TNOU	Member
4.	Dr. S. Subramanian Professor & Director, SOMS, TNOU	Member
5.	Dr. N. Dhanalakshmi, Professor & Director, SOSS, TNOU	Member
6.	Dr.T.Ravimanickam, Associate Professor & Director(i/c), SOS, TNOU	Member
7.	Dr.R.Meeambigai, Assistant Professor & Head i/c, SOCE, TNOU	Member
8.	Dr. Dr. Mahesha, V. Co-ordinator CIQA & Director i/c, Planning & Monitoring Karnataka State Open University, Muktagangotri, Mysuru-570006.	External Member Attended through Google Meet
9.	Dr. G.R. Senthil Kumar, Registrar, TNOU	Member
10.	Mr.Vasudevan, Finance Officer (i/c)	Member
11.	Dr.R.Tamilmaran Director (i/c), CIQA	Member Secretary

At the beginning of the meeting, Dr. R. Tamilmaran, Member Secretary, welcomed the chairperson and the members of the committee. Dr.M.G. Sethuraman, External Member could not attend the Meeting due to some urgent work. He then invited the Chairperson of the CIQA Committee, Prof. S. Arumugam, Vice-Chancellor of TNOU, to give his opening remarks.

The Vice-Chancellor cum Chairperson, CIQA welcomed all the newly joined members of the CIQA Committee. He elaborated on the upcoming events and initiatives planned to enhance the quality of the University. Prof. S. Arumugam commended the outstanding contributions of the CIQA Team, including Dr. R. Tamilmaran, Director of CIQA, Dr. R. Meenambigai, and Dr. E. Kumar, Deputy Directors of CIQA. He acknowledged the dedicated efforts of the CIQA team in improving the quality of university-related activities, implementing new strategies, and providing valuable guidance to ensure the University's activities maintain the highest standards. Dr.E.Kumar attended the meeting as a special invitee to the meeting.

Additionally, the Vice-Chancellor highlighted that NIRF has recently unveiled a ranking process for Open Universities. TNOU has submitted detailed data concerning their academic programs, faculty, research publications, and other relevant metrics. The CIQA Team and the NIRF facilitators diligently worked to ensure that TNOU meets the criteria required for this ranking, demonstrating their commitment to continuous improvement and excellence.

Thereafter, following Agenda Items were discussed in the meeting and the decisions taken thereof:

Agenda No.	Agenda Items and Resolutions
<b>1.</b>	<b>Action taken report of 7<sup>th</sup> CIQA meeting</b>
Resolution	The minutes of meeting of CIQA Committee held on 24/06/2023 was approved
<b>2.</b>	<b>To apprise the committee about the assessment and accreditation process from NAAC and the achievement of the award of NAAC A+</b>
Resolution	The committee was informed that the University is now accredited with an A+ Grade (with a 3.32 CGPA on a 4-point scale) by the National Assessment and Accreditation Council (NAAC) in August 2023 in its very first cycle. TNOU is the first university in Tamil Nadu and the only State Open University in India to secure an A+ Grade, with the second highest CGPA following BAOU, Gujarat. The committee congratulated the Hon'ble Vice-Chancellor and the entire team for achieving this prestigious recognition in the NAAC accreditation process.
<b>3.</b>	<b>To apprise the Strategic Action Plan for implementing the suggestions given by the NAAC PTV committee.</b>
Resolution	The Director of CIQA presented the agenda before the Committee. He informed the Committee that the NAAC Peer Team Report was handed over in a sealed envelope to the Vice-Chancellor by the Chairperson of the Peer Team during the Exit meeting held on July 21, 2023. The contents of the report were shared with the members to solicit

	<p>suggestions for further improvement in preparation for the second cycle of NAAC Assessment and Accreditation of TNOU. The Peer Team Criterion-wise Report was also presented to the Committee.</p> <p>The Chairperson of the Committee noted that the Peer Team members, in their recommendations, had duly recognized TNOU's status. The CIQA Team has prepared a strategic action plan, incorporating recommendations from the Peer Team report. This plan, upon review and approval by the statutory bodies, will be implemented in the future to enhance the University's quality and performance.</p>
4.	<b>To apprise the CIQA committee about the entitlement of university to offer 31 UG and PG programmes under ODL mode from 2023-24 onwards</b>
Resolution	The committee was informed that the university has carried out the process of submitting online applications for the recognition of ODL programs to UGC-DEB, starting from the academic session commencing in July-August 2023
5.	<b>To apprise the CIQA committee about Process for the promotion of teachers under Career Advancement Scheme.</b>
Resolution	<p>The committee was informed that Administration Division initiated the process for the promotion of teachers under Career Advancement Scheme by inviting applications from the eligible teachers at the university.</p> <ol style="list-style-type: none"> <li>1. The applications were invited from eligible teachers on 11<sup>th</sup> September 2023 by the Administrative Division for promotion on different levels.</li> <li>2. Due to administrative reasons, the last date for submission of application was extended up to 31-10-2023.</li> </ol> <p>The University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 and G.O 5 are considering for promotion of teachers. However, no process has been initiated in this regard. In this meeting, it was stressed that the CAS process for teachers should be resumed as per University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education, (4th Amendment) Regulations, 2024 for extending the time period up to 31<sup>st</sup> December 2024 to exercise the option to follow either UGC Regulations, 2010 or 2018 for CAS promotion, notified and published in the Gazette Notification of UGC on 20<sup>th</sup> June 2024.</p>
6.	<b>To report the submission of Annual Quality Assurance Report (AQAR) of Tamil Nadu Open University (TNOU) for the academic year 2022-23 on NAAC Portal.</b>
Resolution	The committee was informed that the CIQA has initiated the process of filling out the Annual Quality Assurance Report (AQAR) for Tamil Nadu Open University (TNOU) for the academic year 2022-23 on the NAAC Portal. The committee reviewed and approved the process of submitting the AQAR for the academic year 2022-23 on the NAAC Portal.




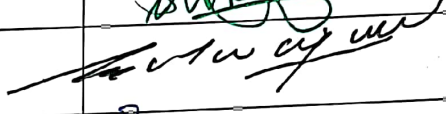
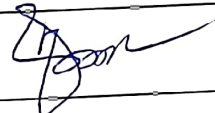
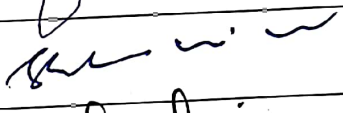


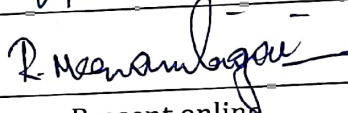
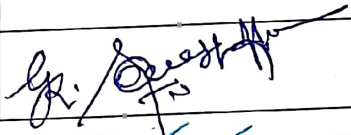

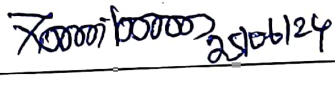
7.	<b>To apprise the CIQA committee about submission of data for All India Survey on Higher Education (AISHE)</b>
Resolution	The committee was informed that the CIQA has completed the process of submitting data related to the All-India Survey on Higher Education (AISHE) for the academic year 2021-22.
8.	<b>To report about submission of Annual report of Centre for Internal Quality Assurance (CIQA) to University Grants Commission - Distance Education Bureau (UGC-DEB) for academic year 2022-23</b>
Resolution	The committee was informed that CIQA has completed the process of filling CIQA Annual Report and related data and submitted the same to the University Grants Commission - Distance Education Bureau (UGC-DEB) for the academic year 2022-23.
9.	<b>To apprise the CIQA committee about various quality related activities performed by CIQA</b>
Resolution	The committee was informed about the following major quality related activities have been carried out by the CIQA. <ul style="list-style-type: none"> <li>• Capacity Building Programme for ODL Staff, Advancing Competencies in Open and Distance Learning Practices</li> <li>• Orientation Programme on "Preparing for the Peer Team Visit: Dos and Don'ts."</li> </ul>
10.	<b>To apprise the CIQA committee about signing various MoU with institution related to the academic.</b>
Resolution	The committee was informed that university has signed MoUs with various Institutions for academic purpose including international tie-up and Organizations for delivering the academic programmes of TNOU.
11.	<b>To apprise the CIQA committee about joining of TNOU in the NIRF ranking pipeline exclusively for Open Universities from 2024 onwards and submission of data for NIRF ranking assessment for the year 2022-23.</b>
Resolution	National Institutional Ranking Framework (NIRF) provides a framework for ranking Higher Education Institutions in India. While traditionally focused on Universities, NIRF has extended its evaluation criteria to include Open Universities from 2023-24 onwards. This initiative aims to assess and rank Open Universities based on various parameters, fostering transparency and promoting excellence in the Indian Higher Education System. In compliance with the directive from the Hon'ble Vice-Chancellor, the CIQA team is designated to look after the NIRF procedures for TNOU, along with managing responsibilities related to UGC-DEB affairs and AICTE-approved initiatives. Hence, the NIRF for TNOU has been registered on 13-01-2024. Simultaneously, the CIQA Team is responsible for the mandatory submission of the Annual Quality Assurance Report (AQAR) for the year 2023-24. The NIRF ranking will be reflecting the status and ranking the Open University in India every year. The NIRF data was submitted in the portal on 08-03-2024 successfully. TNOU is awaiting the result.
12.	<b>To plan to conduct the Internal Academic and Administrative Audit (IAAA) for the year 2023-24</b>
Resolution	As per the ODL and OL Regulation 2020, the University shall undertake the Internal Academic Audit every year by the Centre for Internal Quality

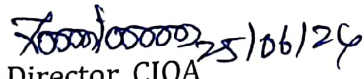
	Assurance. Hence, the CIQA has planned to conduct the Internal Academic and Administrative Audit for the year 2023-2024 schedule in the last week of July 2024. The performance audit forms have been developed for schools of study, divisions and centres in this regard.
<b>13.</b>	<b>To initiate the appointment of contractual Assistant Professor for delivering the programmes of TNOU.</b>
Resolution	CIQA has been taking various initiatives in ensuring quality of education. On request, the CIQA advised the administrative and academic divisions related to the programme recognitions for which required staff members need to be appointed to strengthen the programmes on offer. 39 Assistant Professors were appointed in the concerned department/ schools of study during the year 2023.
<b>14.</b>	<b>To place a few agenda items from schools and divisions</b>
Resolution	The committee was reported that following activities have been carried out by the various schools and divisions <ul style="list-style-type: none"> <li>• Women's day was celebrated by the women cell of TNOU</li> <li>• Creation of DEB id for each learner of TNOU has been initiated by the Admission Section from AY 2024-25 onwards</li> <li>• The admission section has initiated the issuance of e-ID cards to the admitted learners of TNOU.</li> <li>• Adopting revised feedback forms.</li> <li>• Modifying complaint handling mechanism of TNOU and the same is to be uploaded in the TNOU website.</li> <li>• Various schools of study have organized numerous academic activities such as seminars and workshops both national and international.</li> </ul>
<b>15.</b>	<b>To initiate the transition of K.P.R. Arts and Science College, Coimbatore, into a Special Learner Support Centre (SLSC), which will exclusively serve women learners</b>
Resolution	K.P.R. Arts and Science College, Coimbatore, has been serving as a Learner Support Centre (LSC) for TNOU, providing academic support services to learners under the Coimbatore Regional Centre. Meanwhile, the Student Support Services Division (SSSD) has recommended that this LSC be changed into a Special Learner Support Centre (SLSC), exclusively serving women learners. The committee unanimously accepted this proposal, and the new SLSC will be operational from the upcoming calendar year, 2025, onwards.
<b>16.</b>	<b>To adopt the E-Tender process for procurements in the University in accordance with the norms and guidelines of the State Government of Tamil Nadu</b>
Resolution	The University recognizes the need to streamline and enhance the transparency and efficiency of its procurement processes, and whereas the State Government of Tamil Nadu has issued guidelines and norms for the adoption of the E-Tender process to ensure fair and transparent procurement practices. Resolved that the University should adopt the E-Tender process for all procurements in strict adherence to the norms and guidelines set forth by the State Government of Tamil Nadu. The University shall take all necessary steps to operationalize the E-Tender process, ensuring a seamless transition and adherence to all procedural requirements.



17.	<b>To report on approval received from IGNOU to develop video lessons for three courses from the TNOU on Swayam Prabha Channel No. 14 for the July 2024 session</b>
Resolution	<p>It was reported that the Tamil Nadu Open University has received approval from the competent authorities at IGNOU to develop video lessons for the July 2024 session for Swayam Prabha Channel No. 14, "State Open Universities &amp; Gyan Darshan." The coordinators of Swayam Prabha at TNOU are currently in the process of developing the videos according to detailed course proposals submitted by our university. The list of detailed courses, and videos to be developed is as follows</p> <ol style="list-style-type: none"> <li>1. Principles of Political Science (BPSS-1)</li> <li>2. Processes of Geomorphology (MGEOS-11)</li> <li>3. An Introduction to Criminology and Criminal Justice Administration (MCCJ-11)</li> </ol>
18.	<b>To report on the project received by the Department of Education on the "National Campaign on Ashwagandha" sponsored by the National Medicinal Plants Board, Ministry of AYUSH, New Delhi.</b>
Resolution	<p>It was reported that the Department of Education, Tamil Nadu Open University, successfully executed the project on the "National Campaign on Ashwagandha" in the districts of Salem, Namakkal, Krishnagiri, and Dharmapuri. Sponsored by the National Medicinal Plants Board, AYUSH, New Delhi, with a grant of Rs.18,90,000/- (Eighteen lakhs Ninety thousand only), the campaign propagated the importance of Ashwagandha through workshops in schools and colleges, advertisements in regional newspapers and on All India Radio, a documentary preparation, and a program on Doordarshan. During the campaign, approximately 2 lakh Ashwagandha saplings were distributed to farmers in the mentioned districts.</p>
19.	<b>To report on conduction of National Seminar on "Significance of Medicinal Plants and its Impact on Educational Systems" sponsored by the National Medicinal Plants Board, Ministry of AYUSH, New Delhi.</b>
Resolution	<p>It was reported that The Department of Education, Tamil Nadu Open University, conducted a two-day national seminar on the "Significance of Medicinal Plants and its Impact on Educational Systems" on 13th and 14th October 2023. Sponsored by the National Medicinal Plants Board, Ministry of AYUSH, New Delhi, with Rs.5,00,000/-, the seminar included the release of the proceedings, participation of resource persons and attendees from across the country, and an exhibition featuring around 100 medicinal plants highlighting their medicinal values.</p>
20.	<b>To offer suggestions to the schools of study and various divisions on Quality related initiative by CIQA</b>
Resolution	<ul style="list-style-type: none"> <li>• Curriculum planning, designing, and development</li> <li>• Strengthening library-related activities</li> <li>• preparing the programme guide with detailed academic information</li> <li>• Improving the assignment pattern and the process of submission</li> <li>• Clarifying the duties, responsibilities, and workload of TNOU staff members</li> <li>• Implementing a new procedure for pre-admission counselling</li> </ul>

- Enhancing the monitoring reports of Regional Centres and LSCs
- To ensure the monthly preparation and publication of the E-bulletin.

S.No	Name of the Members	Signature
1.	Prof. S. Arumugam Vice Chancellor, TNOU	
2.	Dr. S. Balasubramanian Professor & Director, SOTCS, TNOU	
3.	Dr. M. Manivannan Professor & Director, SOE, TNOU	
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8.	Dr. Dr. Mahesha, V. Co-ordinator CIQA & Director i/c, Planning & Monitoring Karnataka State Open University, Muktagangotri, Mysuru-570006.	Present online
9.	Dr. G.R. Senthil Kumar, Registrar, TNOU	
10.	Mr.Vasudevan, Finance Officer (i/c)	
11.	Dr.R.Tamilmaran Director (i/c), CIQA	

  
Director, CIQA

  
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