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**OFFICE OF THE DIRECTOR  
DISTANCE AND ONLINE EDUCATION  
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY  
DEEMED TO BE UNIVERSITY**

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**Center for Internal Quality Assurance (CIQA)**

**Distance and Online Education**

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## **1. Center for Internal Quality Assurance (CIQA) for Distance and Online Education**

KIIT Centre for Distance and Online Education (KIITDOE) established the Centre for Internal Quality Assurance for offering programmes in Open and Distance Learning mode and/or Online mode to impart the quality education to the learners. As per the University Grants Commission (Online Courses or Programmes) Regulations, 2018, the center for internal quality assurance was established on 1st April 2022. The main aim of the CIQA is to maintain the quality in the courses offered through online by KIITDOE. 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 Director of KIITDOE.

### **VISION, MISSION & QUALITY POLICY**

#### **Vision:**

To realize an ecosystem where, quality is strived for in all processes of the KIITDOE to the best satisfaction of every stakeholder.

#### **Mission:**

- To conduct regular academic and administrative audits
- To encourage self-evaluation, accountability, autonomy and transparency through quality circles in all processes of the KIITDOE.
- To promote the effective use of latest technical know-how for automation of activities.
- To develop protocols for all activities and refine them based on stakeholders' feedback.
- To develop the capacity of academic and non-academic staff members for overall quality development.

#### **Quality Policy:**

The KIITDOE is dedicated to deliver quality education for all round development of the students to meet the changing requirements of industry, business and society. There would be periodic review of all the processes followed for the conduction of online programmes to ensure that the quality parameters are within the range as defined by the university.

## **2. OBJECTIVE & FUNCTIONS OF CIQA**

### **OBJECTIVE:**

The objective of Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the KIIT are acceptable quality and further improved on continuous basis.

### **FUNCTIONS:**

- To maintain quality in the services provided to the learners.
- To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the KIITDOE.
- To contribute in the identification of the key areas in which KIITDOE should maintain quality.
- To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- To suggest measures to KIITDOE for qualitative improvement.
- To facilitate the implementation of its recommendations through periodic reviews.
- To organise workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same to all concerned in KIITDOE.
- To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).
- To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme.

- To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- To maintain a record of Annual Plans and Annual Reports of KIITDOE, review them periodically and generate actionable reports.
- To provide inputs to the KIITDOE for restructuring of programmes in order to make them relevant to the job market.
- To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- To coordinate between KIITDOE and the Commission for various quality related initiatives or guidelines.
- To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the KIITDOE about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the KIIT Centre for Distance and Online Education (CDOE) shall be submitted annually to the Commission.

### 3. COMPOSITION OF CIQA

The Centre for Internal Quality Assurance consists of the following members.

S.No.	Category	Name and Designation	Position
1	Vice Chancellor	Prof. (Dr.) Saranjit Singh, Vice Chancellor, KIIT DU	Chairperson
2	Three senior teachers of Higher Education Institution.	Prof. Jnyana Ranjan Mohanty, Registrar, KIIT DU	Member

		Prof Arun Kumar Ray, Director (Academics), KIIT DU	Member
		Prof Santosh Kumar Pani, Controller of Examination, KIIT DU	Member
3	Head of two Departments or School of Studies offering recognized programmes in Open and Distance Learning and Online mode.	Prof. (Dr.) Keshab Das, Dean, School of Economics & Commerce, KIIT DU	Member
		Prof. (Dr.) Suva Kanta Mohanty, Director, School of Management, KIIT DU	Member
4	Two external experts of Open and Distance Learning and/or Online education.	Mr Ashok Kumar Panda, COO, Military College of Mechanical and Electronics Engineering, Secunderbad)	Member
		Dr Basanta Kumar Mishra, Global Head, Tech Mahindra, Hyderabad	Member
5	Officials from the Administration and Finance	Mr Sudhir Satapathy	Member
		Prof. Nachiketa Tarasia, Dy Director, EAM Division, KIIT DU	Member
6	Departments of the Higher Educational Institution	Mr Prasanta Kumar Mohapatra	Member
7	Director - Centre for Internal Quality Assurance.	Prof. (Dr.) Sanjib Moulick, I/C Director, Distance and Online Education	Member Secretary

#### **4. QUALITY MONITORING MECHANISM**

The guidelines on quality monitoring mechanism will be adopted by the Centre for Internal Quality Assurance for conducting institutional quality audits, to promote quality assurance and enhance as well as spread best-in- class practices of quality assurance.

Quality monitoring will be addressed under the following broad areas, namely -

##### **I. Governance, Leadership and Management**

This relates to the policies and practices of KIIT DU in the matter of planning, human resources, recruitment, training, performance. appraisal, financial management and the overall role of leadership, with a focus on the following key aspects

**a. Organisation Structure and Governance:** KIIT DU fill all sanctioned/required positions as prescribed by the Commission and establish a credible governance system.

**b. Management:** The leadership and management of KIITDOE strive to assess and review the organizational culture to achieve its vision, mission and goals.

**c. Strategic Planning:** KIITDOE undertake strategic planning of its activities and implement the same by aligning those with academic and administrative aspects to improve the overall quality.

**d. Operational Plan, Goals and Policies:** KIITDOE have well defined goals which are realistic and measurable, well defined policies that are in sync with its strategic plan and are realistic and achievable, clearly stated guidelines for the implementation of its policies and plans, and transparent and accountable system for its policies and planning that are well communicated to its stakeholders.

##### **II. Articulation of Higher Educational Institution Objectives**

KIITDOE articulate a clear vision, mission, ethos and broad strategy consistent with the goals for offering programmes in Open and Distance Learning and Online mode.

##### **III. Programme Development and Approval Processes**

This area of concern relates to programme development and approval mechanism for the programme(s) to be launched covering the following key aspects, namely –

**a. Curriculum Planning, Design and Development:** The curriculum planning, design and development of academic programmes is a major academic activity of KIITDOE. Therefore, it have processes, systems and structures in place to carry out these responsibilities.

**b. Curriculum Implementation:** KIITDOE E have specific implementation plans for identifying the time to be spent on specific components of the implementation phase. It is the basis for the effectiveness of the programme(s) and their usefulness as a whole.

**c. Academic Flexibility:** The KIITDOE will adopt proper strategies for imparting academic flexibility, which refers to freedom in the use of the time-frame of courses, ertical mobility, and inter-disciplinary options facilitated by curricular transactions for learners.

**d. Learning Resource:** KIITDOE ensure quality learning resources in the form of Self Learning Materials (SLMs) for Open and Distance Learning mode and e-learning material for Online mode of education as defined in these regulations. While deciding on the instructional packages, KIITDOE shall into consideration various factors – the media and technology utilised matches the course content in order to enhance and expand learning, and to match to the learners‘ needs; that these are accessible, practical and equitable, and cost effective to the learners.

**e. Feedback System:** The process of revision and re-design of curricula is based on feedback from all stakeholders in terms of its relevance and appropriateness in catering to the needs of the society, economy and environment.

#### **iv. Programme Monitoring and Review**

KLUCDOE plan and execute programme monitoring and review system to conduct periodic internal reviews and maintain the quality of academic programmes. For such reviews, the Institution also considers the attainments of learning outcomes that are assessed through the various tools for direct and indirect assessment.

#### **v. Infrastructure Resources**

The KIITDOE have a system to elicit data on the adequacy and optimal use of the facilities - physical facilities, library (or e-library), Information and Communication Technology infrastructure, etc. - available in KIITDOE to maintain the quality of academic programmes and ensure qualitative support to each of the stakeholders.

#### **vi. Learning Environment and Learner Support**

The learner support services includingacademic counselling and library services is a major pre-occupation of KIITDOE for its Open and Distance Learning mode and Online mode learners. Additionally, KIITDOE establish Information and Communication Technology facilities ascomponent of the learning environment which is focused around the pedagogical use of

modern educational practices to support blended learning. Learner Support Services shall be provided through the campus- wide portal and e-Learning platform. KIITDOE take a more sophisticated approach to the use of Information and Communication Technology and expertise in e-learning. The approach provides a seamless learner-centred environment.

#### **vii. Assessment and Evaluation**

All the stated Learning Outcomes of a Programme must be part of its evaluation protocol. KIITDOE executes the evaluation through varied assessment tools including multiple choice questions, projects, eports, case-studies, presentations, and term-end examinations, to suit the different learning outcomes expected of the course elements. KLUCDOE have proper assessment and moderation system for assessing the learning outcomes of learners.

#### **viii. Teaching Quality and Staff Development**

KIITDOE have a well-established structure for promoting quality counselling, capacity building workshops, programmes, interactive teaching-learning and provide staff development programmes and activities to encourage academic staff to improve teaching and learning on continuous basis.

#### **ix. Process of Quality Audit**

##### **a. Academic Planning**

KIITDOE have robust and appropriate academic planning procedures to ensure that the programmes offered by it are relevant to national economy, reflects the Institution's strategic direction and offers a high quality value-added' learner experience. The Institution have adequate and appropriate teaching and other support staff along with infrastructure and technology support to ensure that the curriculum remains up to date and the institutional goals are achieved.

##### **b. Validation**

KIITDOE have a mechanism in place for validation to ensure that its programmes are academically viable, that academic standards have been appropriately defined and that these offer learners the best opportunity to learn.

##### **c. Monitoring, Evaluation and Enhancement Plans**



Quality deliverance of the Open and Distance Learning programmes and Online programmes and the outcomes attainment and continual quality improvements ensured by KLUCDOE, shall be broadly as follows, namely

- ◆ **Reports from Examination Centers :** Report of conduct of examinations in both Open and Distance Learning Mode and Online mode, along with report of bservers/proctors for all examinations will be collected periodically from Examination Centre.
- ◆ **External Auditor or other External Agencies report:** KIITDOE considers the comments made by External auditors, experts and third party of quality audit and implement as appropriate.
- ◆ **Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels:** For effective evaluation and audit, the KIITDOE ensure easy access to performance monitoring information such as course pass rates, learner entry profiles and progression and achievement reports, which should be available through web-based application and would be used for report making.
- ◆ **Reporting and Analytics by KIITDOE:** The KIITDOE generate the required reports out of such web-based applications and analyze learner and academic analytics or deciding the improvements to be executed for better performance.
- ◆ **Periodic Review:** KIITDOE have an effective system for collecting feedback from the stakeholders regularly to improve its programmes. The KIITDOE conduct self-assessments regularly and use the results to improve its systems, processes etc. and finally quality of programmes.

## Organization Chart

