




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

Center for Internal Quality Assurance (CIQA)

Distance and Online Education

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**Director
Distance and Online Education
KIT Deemed to be University
Bhubaneswar-751024
Odisha**

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

KIIT Centre for Distance and Online Education (KIITCDOE) 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 KIITCDOE. 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 KIITCDOE.

VISION, MISSION & QUALITY POLICY

Vision:

To realize an ecosystem where, quality is strived for in all processes of the KIITCDOE 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 KIITCDOE.
- 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 KIITCDOE 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 KIITCDOE.
- To contribute to the identification of the key areas in which KIITCDOE 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 KIITCDOE for qualitative improvement.
- To facilitate the implementation of its recommendations through periodic reviews.
- To organize 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 KIITCDOE.
- 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 KIITCDOE, review them periodically and generate actionable reports.
- To provide inputs to the KIITCDOE for restructuring of programmes 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 KIITCDOE 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 KIITCDOE 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	Four senior teachers of Higher Education Institution.	Prof. (Dr.) Jnyana Ranjan Mohanty, Registrar, KIIT DU	Member
		Prof. (Dr.) Arun Kumar Ray, Director (Academics), KIIT DU	Member

		Prof. (Dr.) Santosh Kumar Pani, Controller of Examination, KIIT DU	Member
		Prof. Veena Goswami, Professor, Director, School of Computer Application, KIIT DU	Member
3	Head of two Departments or School of Studies offering recognized programmes in Open and Distance Learning and Online mode.	Prof. Keshab Das, Dean, School of Economics & Commerce, KIIT DU	Member
		Prof. Suva Kanta Mohanty, Director, School of Management, KIIT DU	Member
4	Three external experts of Open and Distance Learning and/or Online education.	Prof. Durgesh Tripathy, Associate Professor, National Coordinator SWAYAM, MOOCs: Society & Media, Guru Gobind Singh Indraprastha University, New Delhi. Associate Professor & Subject Head, Department of Journalism & Mass Communication, School of Humanities and Social Sciences, Dr. Babasaheb Ambedkar Open University, Ahmedabad	External Member
		Prof. Awa Shukla, Associate Professor & Subject Head at the Department of Journalism & Mass Communication, School of Humanities and Social Sciences, Dr. Babasaheb Ambedkar Open University, Ahmedabad	External Member
		Dr. S. K. Mehroo, Jt. Director, Consortium of Educational Communication, UGC	External Member
5	Officials from the Administration and Finance	Mr. Sudhir Charan Satapathy, Director, Finance, KIIT DU	Member
		Prof. (Dr.) Nachiketa Tarasia, Dy Director, EAM Division, KIIT DU	Member
6	Departments of the Higher Educational Institution	Prof. Suman Bhattacharya, Professor, Director, Kareer School, KIIT DU	Member
		Prof. Srikant Das, Director General, ICT Cell, KIIT DU	Member
7	Director - Centre for Internal Quality Assurance.	Prof. (Dr.) Sanjib Moulick, Director (I/C), 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. Organization 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 KIITCDOE strive to assess and review the organizational culture to achieve its vision, mission and goals.
- c. Strategic Planning:** KIITCDOE 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:** KIITCDOE 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

KIITCDOE 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 KIITCDOE.

Therefore, it has processes, systems and structures in place to carry out these responsibilities.

- b. Curriculum Implementation:** KIITCDOE 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 KIITCDOE will adopt proper strategies for imparting academic flexibility, which refers to freedom in the use of the timeframe of courses, ethical mobility, and inter-disciplinary options facilitated by curricular transactions for learners.
- d. Learning Resource:** KIITCDOE 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, KIITCDOE shall into consideration various factors – the media and technology utilized matches the course content 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

KIITCDOE 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 KIITCDOE 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 KIITCDOE 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 including academic counselling and library services is a major pre-occupation of KIITCDOE for its Open and Distance Learning mode and Online mode learners.

Additionally, KIITCDOE establish Information and Communication Technology facilities as component of the learning environment which is focused on 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. KIITCDOE take a more sophisticated approach to the use of Information and Communication Technology and expertise in e-learning. The approach provides a seamless learner-centered environment.

VII. Assessment and Evaluation

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

VIII. Teaching Quality and Staff Development

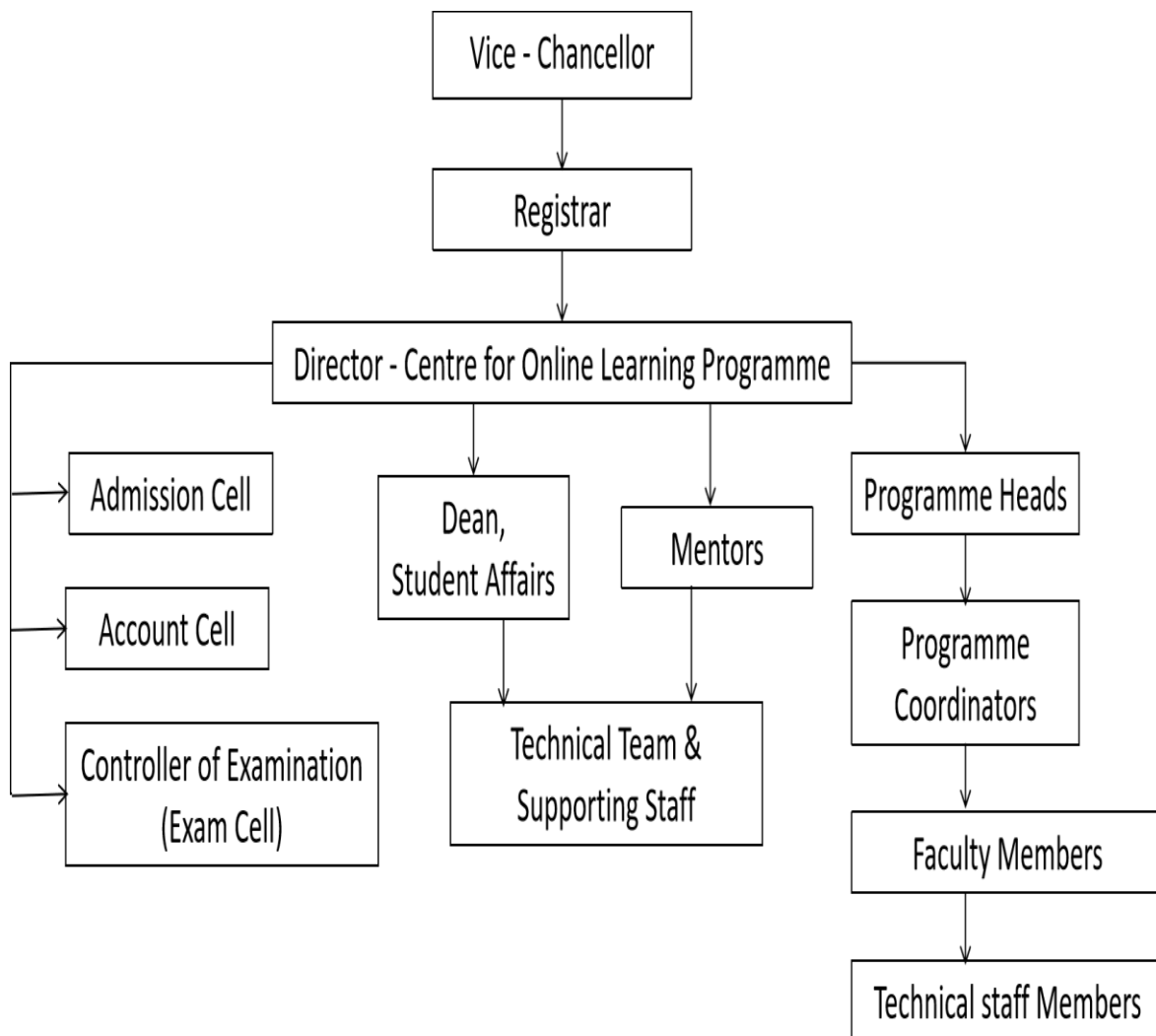
KIITCDOE have a well-established structure for promoting quality counselling, capacity building workshops, programmes, interactive teaching-learning and provide staff development programmes and activities to encourage academic staff to improve teaching and learning on continuous basis.

IX. Process of Quality Audit

- a. Academic Planning:** KIITCDOE 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:** KIITCDOE 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 KIITCDOE, 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 observers/proctors for all examinations will be collected periodically from Examination Centre.
- ◆ **External Auditor or other External Agencies report:** KIITCDOE 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 KIITCDOE 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 KIITCDOE:** The KIITCDOE 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:** KIITCDOE have an effective system for collecting feedback from the stakeholders regularly to improve its programmes. The KIITCDOE conduct self-assessments regularly and use the results to improve its systems, processes etc. and finally quality of programmes.

Organization Chart





**OFFICE OF THE DIRECTOR
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Directorate of Online Learning Programme

Annual Plan (2024-25)

S.No.	Goal Index	Objectives	Action Plan
1	Academic Excellence	<ul style="list-style-type: none"> • Focus on Student Centric, Engaging Teaching Learning Pedagogy and Faculty Quality • Develop E-Learning Resources 	<ul style="list-style-type: none"> • Encourage Faculty to Develop Contents Through Incentives & Training • Recognize Faculty for Excellent Academic Delivery and Content Creation with Awards & Recognition
2	Student-Centered	<ul style="list-style-type: none"> • Innovative and interesting learning methods that help students advance their skills or change careers • Responding to student issues and actively engaging students 	<ul style="list-style-type: none"> • Use active learning strategies (inquiry-based, collaborative learning) in online courses to create opportunities for student/staff and student/student engagement. • To recognize students who excel in studies and other activities. • Student Events, Guest

			Lectures, Workshops, Seminars, Extension Activities etc.
3	Technological Excellence	<ul style="list-style-type: none"> • Foremost Tech-Infrastructure Software, LMS, Exam Software & Other Pedagogical Aids • Develop a Structure to Encourage Collaboration Framework Wide in Assessing, Prescribing and Acquiring Software to Guarantee Fetched Efficiencies and Adequacy 	<ul style="list-style-type: none"> • An Elite Campus Innovation Group that Underpins the Specialized Foundation, Assesses, Executes and Underpins the leading and most Suitable Aids for Teaching & Learning • To Learn from Best Practices of other Institutions • Periodically Conduct Training for Faculty & Staff for Technological Development
4	Expansion-Current, Relevant & Streamlined (Courses, Programs, processes)	<ul style="list-style-type: none"> • Adding New Programs & Skill based Courses that are Current, Pertinent & Streamlined • Enlarge our National & Global Impression 	<ul style="list-style-type: none"> • Council with Academicians, Corporate & other Stakeholders to Analyze Current Demands of the Market • Infusing through Continual Innovation and Improvement
5	Total Quality Assurance	<ul style="list-style-type: none"> • Entirely Online Courses must Link Up Quality Standards as per the norms of Statutory Bodies 	<ul style="list-style-type: none"> • CIQA Structure, Systems, Processes & Meetings • Once in 6 Months Review of Quality

		<ul style="list-style-type: none"> • A Strong & Vibrant CIQA • Learner Gratification with Quality of Online Learning Program 	<ul style="list-style-type: none"> Parameters • Once in a Year Internal Auditing • Continual Innovation & Improvement • Consistently Student Feedback • To Plan Meetings Focused on Quality Improvement in Online programs.
Administrative Tasks			
6	Admission Strategy	<ul style="list-style-type: none"> • To increase student intake across all programme 	<ul style="list-style-type: none"> • Widespread Branding
7	Work Allocation	<ul style="list-style-type: none"> • To Appropriately Schedule Assignments for Maximal Utilization of Human Resources and Minimal Repeating Work 	<ul style="list-style-type: none"> • Workflow Properly Formatted for each Task
8	Infrastructure	<ul style="list-style-type: none"> • Improve the ICT Tools Timely for Exclusive Contents Delivery 	<ul style="list-style-type: none"> • Enhance the Attributes of Learning Management System (LMS) Centered on Stakeholders Feedback
9	E-Learning Resources	<ul style="list-style-type: none"> • Upgrade & Innovate E-Learning Resources as per Demand and Learner Central 	<ul style="list-style-type: none"> • Consistently Regulating
10	Expansion of Learning Opportunities	<ul style="list-style-type: none"> • Periodically Audit and Revise the Courses for Each Programme 	<ul style="list-style-type: none"> • Need of Counsel in Upgradation of Innovative Instructional

		<ul style="list-style-type: none"> • Present accession for Innovative Skill / Education through Courses, Webinars, Podcasts, the Website and Contemplate latest alms for Strengthen Leadership Development • Continuously Search the Possibilities to Make Use of Latest Technology in Online Learning Programme 	<ul style="list-style-type: none"> • Design Faculty Development Programs on Theme of Using ICT Tools Primarily for Online Teaching
11	Tentative Budget	Accounts Section will be Administered by Respective Team	
12	Academic Calendar	<ul style="list-style-type: none"> • To Prepare an Academic Calendar • Circulating All Academic Activities 	<ul style="list-style-type: none"> • Audit Periodically to Observe Upgraded Execution



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Academic Calendar

Jan 23 Batch	
Semester 1	
Access to LMS	Immediate upon Admission
Live Session Period	30th March to 30th June
Assignment Submission Last Date	31st July
Online Exam	15 Aug to 30 Aug
Online Result	30th Sept
Semester 2	
Access to LMS	Immediate
Live Session Period	1st Sept to 30th Nov
Assignment Submission Last Date	30th Nov
Online Exam	15th Dec to 31st Dec
Online Result	Before 31st Jan
Semester 3	
Access to LMS	Immediate
Live Session Period	30th March to 30th June
Assignment Submission Last Date	31st July
Online Exam	15 Aug to 30 Aug
Online Result	30th Sept
Semester 4	
Access to LMS	Immediate
Live Session Period	1st Sept to 30th Nov
Assignment Submission Last Date	30th Nov
Online Exam	15th Dec to 31st Dec
Online Result	Before 31st Jan
Semester 5	
Access to LMS	Immediate
Live Session Period	30th March to 30th June
Assignment Submission Last Date	31st July
Online Exam	15 Aug to 30 Aug
Online Result	30th Sept
Semester 6	
Access to LMS	Immediate
Live Session Period	1st Sept to 30th Nov
Assignment Submission Last Date	30th Nov
Online Exam	15th Dec to 31st Dec
Online Result	Before 31st Jan

*In case of any changes in timelines, the same would be communicated to students in advance.



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Academic Calendar

July 23 Batch	
Semester 1	
Access to LMS	Immediate upon Admission
Live Session Period	1st Sept to 30th Nov
Assignment Submission Last Date	30th Nov
Online Exam	15th Dec to 31st Dec
Online Result	Before 31st Jan
Semester 2	
Access to LMS	Immediate
Live Session Period	30th March to 30th June
Assignment Submission Last Date	31st July
Online Exam	15 Aug to 30 Aug
Online Result	30th Sept
Semester 3	
Access to LMS	Immediate
Live Session Period	1st Sept to 30th Nov
Assignment Submission Last Date	30th Nov
Online Exam	15th Dec to 31st Dec
Online Result	Before 31st Jan
Semester 4	
Access to LMS	Immediate
Live Session Period	30th March to 30th June
Assignment Submission Last Date	31st July
Online Exam	15 Aug to 30 Aug
Online Result	30th Sept
Semester 5	
Access to LMS	Immediate
Live Session Period	1st Sept to 30th Nov
Assignment Submission Last Date	30th Nov
Online Exam	15th Dec to 31st Dec
Online Result	Before 31st Jan
Semester 6	
Access to LMS	Immediate
Live Session Period	30th March to 30th June
Assignment Submission Last Date	31st July
Online Exam	15 Aug to 30 Aug
Online Result	30th Sept

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Academic Calendar

July 24 Batch	
Semester 1	
Access to LMS	Immediate upon Admission
Live Session Period	1st Sept to 30th Nov
Assignment Submission Last Date	30th Nov
Online Exam	15th Dec to 31st Dec
Online Result	Before 31st Jan
Semester 2	
Access to LMS	Immediate
Live Session Period	30th March to 30th June
Assignment Submission Last Date	31st July
Online Exam	15 Aug to 30 Aug
Online Result	30th Sept
Semester 3	
Access to LMS	Immediate
Live Session Period	1st Sept to 30th Nov
Assignment Submission Last Date	30th Nov
Online Exam	15th Dec to 31st Dec
Online Result	Before 31st Jan
Semester 4	
Access to LMS	Immediate
Live Session Period	30th March to 30th June
Assignment Submission Last Date	31st July
Online Exam	15 Aug to 30 Aug
Online Result	30th Sept
Semester 5	
Access to LMS	Immediate
Live Session Period	1st Sept to 30th Nov
Assignment Submission Last Date	30th Nov
Online Exam	15th Dec to 31st Dec
Online Result	Before 31st Jan
Semester 6	
Access to LMS	Immediate
Live Session Period	30th March to 30th June
Assignment Submission Last Date	31st July
Online Exam	15 Aug to 30 Aug
Online Result	30th Sept

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