



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

Online Learning Education Guidelines

S.No.	Index	Page No.
1.	Online Admission Process and Instructions	1
2.	Course Delivery through Learning Management System (LMS)	6
3.	Admission cum Academic Calendar	7
4.	Assessments	7
5.	Mark Sheets & Certification	9
6.	Student Support and Escalation Matrix	9
7.	Turn-Around Time (TAT)	10
8.	Annexure I, Undertaking for Degree Certificate	11
9.	Annexure II, Undertaking for Mark Sheet	12
10.	Annexure III, Student Cancellation Request Form for Online Program	13
11.	Annexure IV, Student Feedback on Curriculum, Teaching & Learning	14


**Director
Distance and Online Education
KIIT Deemed to be University
Bhubaneswar-751024
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1. Online Admission Process and Instructions

Adherence to UGC, Kalinga Institute of Industrial Technology, Deemed to be University is approved to offer proposed programs for Undergraduate and Postgraduate degree (Based on UGC (ODL Programmes and Online Programmes) Regulations, 2020) under online mode.

The following permissible proposed programs to be offered under online mode are as follows.

S. No.	Name of Programme	Level of the Programme (UG / PG)
1	Bachelor of Arts (Journalism and Mass Communication)	UG
2	Bachelor of Business Administration (Management)	UG
3	Bachelor of Commerce (Hons) (Accountancy)	UG
4	Master of Arts (Economics)	PG
5	Master of Arts (Journalism & Mass Communication)	PG
6	Master of Arts (Sociology)	PG
7	Master of Arts (Tribal Studies)	PG
8	Master of Commerce (Accountancy)	PG
9	Master of Commerce (International Business)	PG
10	Master of Business Administration (MBA)	PG
11	Master of Computer Application (MCA)	PG

Registration Process:

Registration Process for Online Programs through University Website: onlinecourses.kiit.ac.in

Step	Process	Particulars
Step 1	Online Counselling	Prospective Students would be Counseled for the chosen Program by our Online Counsellor.
Step 2	Online Registration to Admission Portal. Students get access to My Account.	Prospective Students Registers Online by Paying Rs.1450/- as Registration Fees. Fills all the details in the Online Application Form and Uploads all the Mandatory Document (Colour Scan Copies) for Admission Purpose.
Step 3	Verification of Documents by the University Admission Team	Within 48 Hours, the University Admission Team member would verify all the documents as uploaded by the Prospective Student on the admission portal and approve the eligibility for the chosen program.
Step 4	Online Program Fees Payment	Only Eligible Cases, as approved by the Admission Team; the students would find a Fees Payment link activated in their My Account for Program Fees Payment.
Step 5	Access to Learning Management System (LMS) for Online Program	After Program Fees Payment; eligible students would be getting access to the Learning Management System (LMS) to access the online courses within 2 days from date of program fees payment.

General Instructions:

- i. All Students should carefully read and understand the eligibility conditions given in this document and mentioned on the University website before applying for the online programs. There would be no refund of Registration Fees under any circumstances.
- ii. Prospective Students should register on the University Website for Online Programs and upload all properly scanned color copies in the university application portal.
- iii. Furnishing incorrect information/suppression of information would lead to rejection of application form for admission.
- iv. Student should note the Admission Batch / Course Specialization / Electives to which they are registering; no request for changes in the Admission Batch / Course Specialization / Electives would be accepted by the university under any circumstances.
- v. Always visit our website onlinecourses.kiit.ac.in, student account and check the mail notifications sent by university from time to time.
- vi. All correspondence will be made through email to the registered email id of the candidate (i.e. email id entered in the application form for admission).
- vii. Foreign Students, who are not Indian Citizens, are also eligible to seek admission provided the relevant AIU equivalence is taken by the student before applying for the Online Programs.
- viii. Indian Students who have completed education from Foreign University need to get the AIU equivalence before applying for the Online Programs.
- ix. The Admission Process is at discretion of the University; any documents required by University at any time during the course conduction; the students abide to submit the same on time to University for processing the same.
- x. Only after the final of verification by the University Enrolment Team, the enrolment number would be generated for confirmed students.
- xi. The Prospective Student must ensure that their education / qualifying degree has been issued from a recognized university/board only. It should be recognized by regulatory authority of Government of India.
- xii. Prospective Students to check eligibility based on Qualifying Exam Date and the Current Batch of Admission with our University: Students should have passed the qualifying exams before the Start of Admission Batch.
- xiii. The admission would be processed as per the information provided by the student and in case of any discrepancy in the same, the university would have the right to cancel the admission and the fees paid would be forfeited.
- xiv. The name mentioned on application form should be exactly the same as it is mentioned on 10th Std. Mark Sheet.
- xv. The name mentioned on 10th Std Mark Sheet also must match the name mentioned on the degree certificate /degree mark sheets in case of PG Programs.
- xvi. In case of name change / deferred name (10th Std and Degree Certificate or Mark sheet) a name change Gazette Document has to be submitted by the prospective students.
- xvii. Sometimes Father / Mother name also gets changed in mark sheets / photo id; please keep a check on the same as there would be requirement of name change document like gazette for father and

mother as well.

- xviii. Cancellation and Refund Process as per the University norms mentioned in this document and also mentioned on the university website for online programs which is onlinecourses.kiit.ac.in
- xix. University reserves the right to seek additional documents for eligibility verification purpose from enrolled students at any point of time during the course conduction. The students by applying for Online Programs; they undertake to abide all the University norms.
- xx. By Applying for University Online Programs, the student undertakes to abide by all the policies of the university as issued from time to time.
- xxi. For checking the 10th / 12th Recognized Board, please refer the link for Recognized Boards: <https://www.cobse.org.in/recognized-educational-boards-list/>
- xxii. For checking the Recognized University in India Check – www.ugc.ac.in
- xxiii. Students who have done engineering program in distance education mode even from recognized universities are not eligible for applying to the online programs with the university.
- xxiv. Program Validity Extension Fees after completion of Degree Program validity period would be Rs.5000/- for 1 Year of extension.
- xxv. Course Change or Specialization Change Fees would be Rs. 1000/- if applied within 2 month of admission registration process. However, the request is not accepted after the batch closure.
- xxvi. The university has the right to cancel the admission or/and de-activate the online services if the information provided by student is found wrong or the fees which is due during course conduction as per the fees plan chosen by the student, which has not been paid.
- xxvii. Upon successful completion of program, the university would provide the certificate only if all the mandatory documents have been submitted to the university.
- xxviii. In case the university requires any documents for verification at any point of time during course conduction or within duration of the program, the student would need to re-submit the same to the university.
- xxix. The university reserves the right to amend the policies at any point of time and adhere to the UGC norms, Govt. of India.

Admission Internal Process

Admission and Eligibility Internal Process based on student communication mentioned on onlinecourses.kiit.ac.in website for online programs:

- i. University to provide their Single Point of Contact for Admission Eligibility who would be handling the said Admission Portal of University.
- ii. University Enrolment Team to Verify the documents and provide eligibility for each case within 48 hours after the student has uploaded the documents and pays the registration fees.
- iii. In case of any pending document required or a discrepancy; the university team member would communicate the same to the said student.
- iv. University Admission SPOC who provides eligibility confirmation through the admission portal to students, only then students would pay the online program fees.
- v. Eligible students once confirmed by University Team Member and the University would provide the

Confirmed Enrolment Number immediately; they would be provided LMS access for accessing the Online Program Courseware.

- vi. From Students' My Account, the Students would get soft copy of ID Card, fees receipt and LMS credentials to access courseware after eligibility confirmation and after enrolment number has been generated by the University Enrolment Team.

Cancellation and Refund Policy

- ☐ If Student is not eligible for admission; student is eligible for 100% refund except registration fees component, student needs to submit the cancellation form as per university format in the annexure. No refund for Registration fees component would be done.
- ☐ Students should fill the Cancellation Request Form which is part of this document in the Annexure, and it is also available on website onlinecourses.kiit.ac.in
 - ✓ 100% Refund (If cancellation request received 15 Days or more before the formal-closure date of admission batch)
 - ✓ 90% Refund (If cancellation request received in less than 15 days before the formal-closure date of admission batch)
 - ✓ 80% Refund (If cancellation request received is 15 days or less after the formal-closure date of admission batch)
 - ✓ 50% Refund (If cancellation request received in 30 days or less, but more than 15 days, after formal-closure date of admission batch)
 - ✓ 0% Refund (If cancellation request received more than 30 days after formal-closure date of admission batch)
- ☐ Students who have enrolled through EMI based Loan Facility offered through a Non-Banking Financial Company (NBFC)
- ☐ Students would need to adhere to the cancellation process / foreclosure policy of NBFC companies who have provided the said loan facility to the students.
- ☐ The foreclosure charges of NBFC would be applicable for students as per NBFC policy and University would have no role in such third-party loan facility undertaken by the student.
- ☐ Students need to coordinate with NBFC company for said loan foreclosure process and check for their foreclosure charges with NBFC.
- ☐ For approved cancellation cases, University would refund the amount as per university policy to the NBFC company directly and the students would be notified for the same.
- ☐ Refunds for eligible cases would be done within 45 days from date of cancellation request received from the student.

Cancellation Process for University – Internal Process

- ✓ Students would mail the Cancellation Form on support mail id as per the timelines above.
- ✓ University would follow the date of mail communication done by the student for such cancellation request done along with duly filled cancellation form.
- ✓ Support Team would try to retain the students and try to resolve student concern.
- ✓ University Finance Team would refund the student fees directly to the student.

- ✓ Refund would be processed within 45 days from receipt of cancellation request of the student on university mail id.

Mandatory Documents for Admission

To be uploaded on the Online Admission Portal by the Prospective Students

Mandatory Documents for Admission Purpose	Format for Upload
Duly filled Online Application Form with uploaded Student Signature	Student Signature, JPEG or PNG Format
Colour Scan Copy of Degree Certificate or Passing Certificate (for PG Programs only)	PDF
Colour Scan Copy of All Year Wise /All Semester Wise Degree Marksheet (for PG Programs only) OR Consolidated Mark Sheets also Accepted.	PDF
Colour Scan Copy of 10th Std. Mark sheet for all Programs	PDF
Colour Scan Copy of 12th Std. Mark sheet for all Programs	PDF
Passport Size Colour Scan Copy for all Programs	JPEG or PNG Format
Colour Scan Copy of Govt. Photo ID Proof: Aadhar Card is preferred. (Other Options: PAN card, Voter's ID, Driving License, Passport etc.) for all Programs	PDF
In Case of Name Change, need Colour Scan Copy of Name Change document which is a Gazette Notification. ◆ For Married Women – Marriage Certificate would be accepted – Provided Previous Maiden Name is clearly Mentioned in the same. For all Programs ◆ Father Name or Mother Name to be checked as well as no Name Change would be considered in such cases without a Gazette document.	PDF
For Foreign Student: Colour Scan Copy of Passport. For all Programs	PDF
For Foreign Students: AIU Equivalence Document in case of Foreign Student coming from Non-Medical background. In case of Medical Program graduates from Foreign Universities MCI (Medical Council of India) Certificate is necessary. For all Programs	PDF
Fees submission Transaction Details or receipt as per university policy for respective online programs. For all Programs	PDF
Signed Undertaking as per the process on not submitting the original document (12 th Marksheet or Degree Certificate)	PDF

Exceptions where students need to submit the Undertaking:

For UG Programs: Students whose 12th Std Online Results are declared recently (12th online results declared not more than 3 months at time of admission), they would submit soft copy of Online Result during admission however, they would need to submit color scan copy of Original Mark Sheet before

the student appears for University Exams. Undertaking from Student would be taken for the same. Refer Annexure for Undertaking.

For PG Programs: This is applicable for students who have recently passed out and are waiting for their Degree Certificate only.

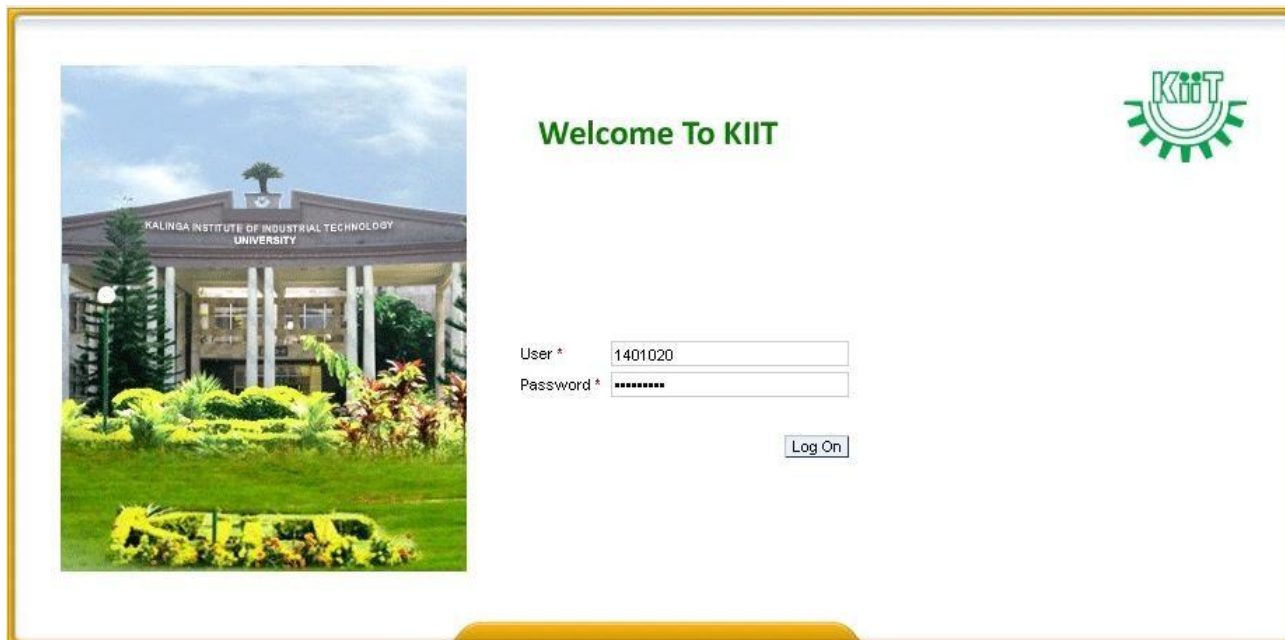
Students who have submitted 10th mark sheet, 12th mark sheet and their all-year degree mark sheets during admission process, and they are awaiting the Degree Certificate from their previous University; can apply for the said online programs by providing an Undertaking signed by the student that their bachelor's degree certificate would be submitted before the completion of the master's program with KIIT University.

Students who fail to submit their bachelor's degree certificate; KIIT University reserves the right to hold the master's degree / Mark sheets which would be issued by KIIT University. The Master's degree Application includes submission of Bachelor's Degree Soft Copy as a process along with its applicable degree application fees. Refer Annexure for Undertaking.

As a process for Bachelor's Degree; we have incorporated the Degree Issuing process for Online Programs; mentioned in this document. Refer Annexure for Undertaking.

2. Course Delivery through Learning Management System (LMS)

- Login with your login credentials as mentioned on your welcome mail from university.
- Alternatively, students can also login through My Account Tab as mentioned on the University website for Online Programs onlinecourses.kiit.ac.in or LMS URL : studyonline.kiit.ac.in



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Log On

Online Courseware:

The students would get access to the following course material through LMS: studyonline.kiit.ac.in

The LMS have semester / year wise buckets for subjects of the respective programs as enrolled. The student would have access to following learning resources:

- ✓ Ebooks (SLM)
- ✓ Study Guide (PPT)
- ✓ Tutorials Videos
- ✓ Live Interactive Online Sessions
- ✓ Frequently Asked Questions (FAQ) and Misconceptions
- ✓ Web Resources for Research Purpose
- ✓ Online Discussion Forums
- ✓ Practice Assignments
- ✓ Value Added Content: Gamified Test and Case Studies

3. Admission cum Academic Calendar

Admission Batch	Month of Admission	Live Session	Assignment Completion Last Date	Exam Form Submission through Website	Tentative Exam Month
Jan	Nov, Dec, Jan, Feb, March, April	1 st April to 30 th June	30 th May	1 st - 25 th June	15 th - 30 th July
July	May, June, July, Aug, Sept, Oct	1 st Oct to 31 st Dec	30 th November	1 st - 25 th December	15 th - 30 th Jan

Above dates are tentative and subject to change as per UGC norms. Students would be communicated well in advance in case of any changes.

4. Assessments

I. Assignments (Continuous Internal Evaluation- CIA)

- Each subject has 2 assignments which is part of Internal Continuous Evaluation (CIA)
- Each Assignment would have Objective Type of questions (MCQ Type Questions).
- Students should submit each assignment within a semester / year before appearing for their exams.
- Weightage for Internal Continuous Evaluation (CIA) is 30%
- Each Assignment would be of 50 questions with 2 marks each
- Passing criteria in each assignment is 40%.

II. Online Examinations (End Semester Examination)

- Examinations will be conducted tentatively in the month of January & July. This is subject to UGC notification on every admission batch last date for enrollment. The final dates would be communicated to students well in advance.
- Students would be filling the online exam form for the Slot Booking Process through the University website. The student selects the date, slot time and subject while filling the online exam form.

- The Controller of Examination would publish the exam notification with the dates for each subject. The student would get 3 online exam time slots on each day to complete the said exams.
 - 10 am to 12 pm
 - 12.30 pm to 2.30 pm
 - 3 pm to 5 pm
- Online Exams would be for 2 hours each subject and it would be a mix of questions (Objective Type– 52 Questions with 1 mark each – Total 52 marks) and 3 subjective questions (6 marks each – Total 18 Marks) Total 70 Marks.
- The weightage for Internal Assignment is 30% and weightage for Online Examinations is 70%
- To appear for the examination student, need to complete the assignments as per last date provided by the university.
- The student can give backlog examination for previous semester/year if any, in the next exam cycle along with the fresh subjects of the subsequent semester/year.
- Exam Fees for First Attempt is included / paid during admission by the students. For Second attempt Examination or Re-appearing for Examination the applicable Online Exam Fees (Per Subject) is: Indian Student INR 400/- International or NRI \$10
- Examination Fees are non-transferable and non-refundable
- There would be no exceptions for the said examinations
- Students who have past due payments will not be allowed to give their examinations
- The results are declared within 2 months from date of last examination date of respective exam cycle.

Grading System

At the end of all evaluation components based on the performance of the student, each student is awarded based on absolute grading system. As per the UGC norms, the list of absolute grades and its connotation are given below:

Qualification	Grade	Score on 100	Point
Outstanding	‘O’	90 to 100	10
Excellent	‘E’	80 to 89	9
Very good	‘A’	70 to 79	8
Good	‘B’	60 to 69	7
Fair	‘C’	50 to 59	6
Below average	‘D’	40 to 49	5
Failed	‘F’	Below 40	2

Project Guidelines

- For programs having project work students are required to submit a soft copy of the project

undertaken.

- Soft Copies of the Project Report should be mailed to university and also upload it in LMS
- The project should be industry related topic selection as advised by the university.
- Refer the project guidelines as mentioned on the website.
- Project evaluation charges are Rs. 400/- for Indian student/ for foreign and NRI students it is \$10.
- The project should be done by the student and must be original. Plagiarism will not be accepted.

5. Mark Sheets & Certification

- The student can get soft copy of mark sheets through the university website, the hard copy mark sheet would be provided only after successfully completion of full program along with degree certificate.
- Once the student completes all the mandated assignments, examinations and projects (if applicable) the final mark sheet and certificate would be dispatched by the university to the student registered address.
- All pending payments/dues need to be cleared by the student, before the final certification.
- If required, the university may request the mandatory documents from student as submitted during admission time; the students may have to re-submit the same if required during final degree certification.
- Students need to apply by filling the Degree Application form and submit all the required documents and the applicable degree processing application fees of Rs. 1500/- to the university.

Documents to be accompanied with Degree Application form are:

- All Soft copies of Online Results / Online Mark Sheets for every semester/year as issued by KIIT University.
- In case of PG online program completed with KIIT University, students have to also provide the bachelor's degree certificate of their qualifying exams issued by their previous university.

6. Student Support and Escalation Matrix

- The Student Support Team can be reached via Students My Account.
- The student can logon to their My Account and students can post their queries enabling the supportteam to revert for query resolution.

Particulars	Contact Details	Remark
My Account Ticketing System	onlinecourses.kiit.ac.in/myaccount/ : This is First Contact Point where through Self-Service Portal, the student raises a Support Ticket through My Account for Support	
Support Level 1	esupport@kiit.ac.in	If through Ticketing System, query is not responded or resolved then mailto Support ID
Support Level 2	escalation@kiit.ac.in	If the above Support Level does not respond or resolve connect to Second Level
Support Level 3	director.qac@kiit.ac.in	If Second Level does not respond or resolve connect to Third Level

7. Turn-Around Time (TAT)

S. No.	Students Communications	Turn Around Time
1.	Online Admission Process and Instructions	Eligibility Confirmation by University Admission Team within 48 Hours of Online Document Submission on Portal by Student
2.	Cancellation and Refund Policy – Student Communication	Refund done By University within 45 Days from Receipt of Cancellation Form
3.	Course Delivery through Learning Management System (LMS)	LMS Access within 2 Days from Date of Eligibility Confirmation by Admission Team
4.	Online Assessments: Internals, Online Exams, Projects	Results within 45 Days after last date of Exams
5.	Mark Sheets & Degree Certification	Mark Sheet Within 45 Days from Declaration of Result and Degree within 45 Days from Receipt of Application with Processing Fees
6.	Student Support and Escalation Matrix	Within 48 Hours of Student Query

Internal Process: Particulars: Pre - Examination Process Timelines	
COE Notification for Exams	45 Days before Exam Starts
Exam Form Live on Website	40 Days before Exam Starts
Faculty List of Proctor / Evaluators shared by University	15 Days before Exam Starts
Last Date for Online Exam Form Filling by the Students	10 Days before Exam Starts
Exam Form Filling Data Shared with University Team	7 Days before Exam Starts

Internal Process: Particulars: Post - Examination Process Timelines	
Faculty Allocation for Evaluating Papers/Subject	7 Days before Exam Starts
Evaluation Process Completion	30 Days after Exam Ends
Verification / Exam Scores Downloaded and Submitted to University along with Internal Scores	35 Days after Exam Ends
Online Results by the University	45 Days after Exam End

Annexure I
Undertaking for Degree Certificate

Date:/...../.....

I, the undersigned Mr./Mrs./Ms.
have applied _____Program offered by KIIT University
for Admission Batch Jan. / July (with Year): _____.

I have submitted the registration fees along with all other mandatory documents except the Degree certificate.

I have recently passed by Graduation and I have applied for the Degree Certificate to My Previous University and the same is pending and I expect the same to be received within coming six to eight months considering the previous university process.

I take the complete responsibility, that I am eligible for the program and I would submit the above degree certificate before completion of my Master's Program with KIIT University, failure to do so my master degree would be kept on hold by KIIT University. I am aware that I would be issued my Master's Degree Certificate only after I submit my Degree Certificate Color scan copy.

KIIT University also has the right to cancel my admission and forfeit my fees in case they find any discrepancy in my eligibility for the program.

I would abide by admission guidelines with related policies issued by the university from time to time.

Student Name -

Email id -

Mobile -

Sign of Student-

Annexure II
Undertaking for Mark Sheet Original Copy

Date:/...../.....

I, the undersigned Mr./Mrs./Ms.
have applied _____ Program offered by KIIT University
for Admission Batch Jan. / July (with Year): _____.

I have submitted the registration fees along with all other mandatory documents except the 12th Std
Original Mark sheet scan copy. I have submitted the Online Result Soft Copy as issued by the Board
on their website.

I expect the original hard copy of 12th Mark Sheet to be received within coming 3 months.

I take the complete responsibility, that I am eligible for the program and I would submit the same
within 3 months from date of my application, failure to do so my admission will be Cancelled and
Fees Forfeited.

I would abide by admission guidelines with related policies issued by the university from time to
time.

Student Name -

Email id -

Mobile -

Sign of Student-



Annexure III

Student Cancellation Request Form For Online Program

Date of Request					
Name					
Mobile					
Email					
Academic Session / Batch					
Month of Admission					
Course and Specialization					
Course Fee					
Total Fees Paid					
Balance Fees Remaining					
Payment Mode	Cheque	Online	NEFT		
Transaction Number					
Date of Payment					
Payment Details / Receipt Attached	Yes			No	
Refund % as per Policy below	100%	90%	80%	50%	0%
Amount to be Refunded as per Policy					
Reason for Cancellation					
My Bank Details					
Account Name (As per bank records)					
Bank Name					
Account Number					
IFSC Code					
Branch					

- The above-mentioned deductions would be made on total fees paid by the student; provided that the student is eligible for refund.
- Eligible Refund Cases would take minimum 45 working days from date of receipt of cancellation request.
- Cancellation and refunds are at the discretion of the university.
- Only emailed requests of this cancellation form will be accepted for processing. Student can email esupport@kiit.ac.in for the same. (This Mail id to be Created for Support Purpose)

I have read the University cancellation policy and I undertake to abide by the said policy of the university.

Student Signature

Annexure IV

Student Feedback on Curriculum, Teaching & Learning

Instructions:

1. Put a Tick (✓) mark in the following table that reflects your choice.
2. Give your opinion based on your observation / experience with an open and unbiased mind.
3. Do not disclose your personal identity anywhere in the questionnaire.

Name of the Programme: _____

Semester: _____ **Session:** _____ **Course Code:** _____

Subject / Paper taught: _____

Name of the teacher: _____

Course Objective					Yes	No
1	The course so far has provided new knowledge.					
2	After attending the course awareness or insight of the subject has improved.					
3	The course is interesting and relevant.					
4	The Course is up to date and Industry designed.					
5	The course may be helpful in future goal.					
Rating on Teacher						
Subject						
					Excellent [5]	Very Good [4]
					Good [3]	Average [2]
						Below Average [1]
General Observations						
6	Punctuality & Regularity in taking Classes					
7	Communication skills					
8	Delivery of structured lectures					
9	Completes the entire syllabus in time					
Skill Development						
10	Skill of linking subject to life experience and creating interest in the subject					
11	Refers to latest developments in the related field					
12	Scheduled organization of Assignments, Class tests, Quizzes, Seminars etc.					
13	Helps the students through Instructions / Demonstrations					
Innovations & Methodology						
14	Use of innovative teaching methods (Case Study, Group Discussion, Problem Solving etc.).					
15	Use of open education resources.					
16	Use of teaching aids (OHP, PPT etc.).					
17	Blackboard / White board work in terms of					

	legibility, visibility and structure.					
Commitment & Command						
18	Effective control mechanism to conduct the class.					
19	Tendency of inviting opinion and questions on subject matter from students.					
20	Skill of addressing inappropriate behavior of student.					
21	Inspires students to maintain discipline.					
Help & Motivation						
22	Availability / willingness to guide the students beyond regular lecture hours.					
23	Gives equal attention to all students					
24	Helps students facing physical, emotional and learning challenges.					
25	Motivate students for their future goals in realizing their strengths and needs.					
Suggestions (if any) for the improvement in Teaching / Learning process:						
For Office Use (Centre of Internal Quality Assurance)						