Centre for Distance and Online Education [CDOE]
Centre for Internal Quality Assurance (CIQA)

VFSTR developed a Central Internal Quality Assurance Cell within the School of Distance Learning and Online Learning. Considering the University's significant expansion and the wide range of activities it engages in, the Centre was formed with the primary goal of shouldering the duties of raising and spreading quality assurance awareness as well as working out the procedural specifics. The CIQA will report directly to the VFSTR Deemed to be University Vice Chancellor.

CIQA is aiming to improve and sustain educational quality by finding and recommending innovative methods to use instructional aids, building appropriate infrastructure, and making curriculum modification and revision proposals.

The following Internal Quality Assurance Committee in the Centre for Distance and Online Education, Vignan's Foundation for Science Technology and Research has been constituted to conduct institutional compliances, quality audits, and to promote the best-in class quality measures being offered in ODL/OL mode programmes:

Sl. No		Name of the Staff with Designation	Position
1		Dr.M.Y.S. Prasad,Professor, Vice Chancellor, VFSTR	Chair Person
2	Three Senior Teachers from HEI	Dr. B.M. Rao, Professor, Professor,Department of Management Studies	Member
3		Dr. K. Phani Kumar, Associate Professor, Department of Management Studies	Member
4		Dr. M. Sivakoti Reddy, Associate Professor, Department of Management Studies	Member
5	Head of Departments & School of studies	Dr. P.M.V.Rao, Professor, Dean, AR & Evaluation, VFSTR	Member
6		Dr.K.V.Krishna Kishore, Professor, HoD, Department of IT, VFSTR	Member
7		Dr.D.Venkateswaralu, Professor, HoD, Department of CSE, VFSTR	Member
8		Dr. T. Pitchaiah, Professor, HoD, Department of ECE, VFSTR	Member
9	Two External Experts	Prof. PratoshBansal, Department of IT, Devi AhilyaVishwaVidyalaya, Indore	Member
10		Prof. T. Srinivas, Director, Centre for Distance and Online Education, GITAM University, Vizag	Member
11	Officials from Administration & Finance	Mr. M.S.N. Murthy, Finance Officer	Member
12		Mr. A. GowriSankarRao, Deputy Registrar	Member
13		Dr.M. Rama Krishna, Professor, Dean, IQAC, VFSTR	Member Secretary

Functions

- CIQA will verify that all VFSTR ODL& OL teachingpolicies are followed accordingly.
- Create reports on various ODL & OL operations and distribute them to University officials.
- Ensure the quality of each program's Quality Learning Material (QLM) and monitor the implementation of UGC standards for the development of Self Learning Material (SLM) and E-Learning Material (ELM).
- CIQA will guarantee that the UGC guidelines are followed in all parts of VFSTR ODL &OL activities.

GOAL

ODL/OL performance comprises distribution strategies that are adaptable and largely reliant on a student. The formation of the CIQA will guarantee that quality elementary education is used in all procedures. The ODL/ OL systems proposed in the VFSTR will be a flexible model with the goal of developing a complete, technologically aided, and highly focused model. Some of the features are:

- Provide quality services to ODL/OL students
- Visit the system on a regular basis based on experience and Maintain quality in the key areas of ODL/OL performance
- All Quality Assurance efforts will be made public and provided to all stakeholders.
- Maintain an efficient food supply chain.
- CIQA will serve as the department's coordinating body.
- Provide collaborative platforms for all ODL/OL players to exchange ideas, concepts, and new practises.
- Quality assurance in delivery tools draws on the production of each Program's Program Report (PPR).
- Keeping accurate records of all ODL/OL actions and preparing various sorts of reports.

Strategies

- Identifying potential students who want to continue their studies through distant learning / online learning.
- Using effective marketing methods, reach out to as many potential students as possible.
- Identifying effective methods to help students comprehend the value of a learning management system (LMS) in distant education / online education.
- Simplifying the registration and enrolment processes to make the admissions process easier for prospective students.
- To develop a system of financial aid for economically disadvantaged students, including merit scholarships, term fees and hassle-free loan availability.
- To establish a 24-hour system for supporting students through emails, chats, and direct contact with relevant faculty members.
- To develop a competitive yet manageable assessment system to promote students' inventive and creative thinking.
- Provide quality education to the masses through an easy-to-use platform at a low cost.
- To teach skills in order to increase the country's employability quotient.

Activities

- The CIQA at VFSTR ODL& OL would convene on a regular basis to assess the Distance Education's continuing operations.
- Overseeing the production of Self Learning Material (SLM), E-Learning Material (ELM) and recommending appropriate remedial steps when necessary.
- Maintain regular contact with the UGC and the MHRD, as well as an understanding of the ramifications of their policies.
- Maintain contact with other institutions that provide ODL/OL and become acquainted with excellent practises used elsewhere.
- To promote distant education research and to urge the VFSTR ODL& OL Faculty to seek publications and participate in workshops, seminars and conferences.
- To provide quarterly reports on the success of ODL/OL and to keep important data on ODL/OL activities in VFSTR.
- To guarantee that learning is maximised through learnercentric approaches.
- To create our Self-Learning Material, E-Learning Material, we assembled a team of external and internal professionals who were experts in their field.

This professional team had numerous brainstorming meetings in order to arrive at the best method for designing the Self Learning Material and E-Learning Material, which was to be a vital tool for students in their learning process. The major goal of these sessions was to focus on all of the syllabus's necessary elements before moving on to new approaches and technologies that are current industry trends. References were gathered from a variety of text books and articles, as well as E-Journals, on the subject, and the suggestions of experts were considered for the most recent trends and technology.

The flow of preparation of SLM/ELM and quality of SLM/ELM content verification is shown in below diagram.

Quality Assurance Mechanism for Verification of Digital Contents

Prepare a Digital Content by Faculty as per assigned Course and guidelines

Process/Edit the digital content using video editing tools like CAMTASIA

Final version of Digital Content submitted for Internal/External Quality Check

Verification of Digital Content by Internal Experts as per observer report

Not upto the mark

Satisfied

If Digital Content fails to fulfil the requirement, send it back to concern faculty for further improvement

Verification of Digital Content by External Experts as per observer report

Not upto the mark

Satisfied

Upload in VUMOODLE (https://vumoodle.in/)

Digital Content Fulfil the Requirement