



## Centre for Internal Quality Assurance (CIQA) Madhya Pradesh Bhoj (Open) University, Bhopal Kolar Road, Bhopal-462016, M.P., India

### About CIQA

Madhya Pradesh Bhoj (Open) University, Bhopal, established the Centre for Internal Quality Assurance (CIQA) with the primary focus to promote awareness for the quality of academic and administrative areas and work out the procedural details to comply with all seven criteria of NAAC. The CIQA is a coordinating unit delegated to ensure total quality by best practices and intervention strategies leading the university to academic excellence. CIQA, as per its mandate, is working to aligning the university towards NAAC preparedness.

The following functions are being performed by the CIQA consultants –

- To act as a coordinating unit for assessment and accreditation from a designated accreditation agency.
- To identify the critical areas in which the university should maintain quality.
- To receive/collect information/data from all the University Departments, Regional Centres, and Study Centres on various procedural requirements, parameters, and/or regulatory norms prescribed by the regulatory/accreditation bodies.
- To undertake self-evaluative and reflective exercises for continual improvement in all the systems and processes of the university.
- To identify the gaps in the existing services offered by the university and suggest measures for qualitative improvements.
- To develop quality benchmarks/parameters for various academic and administrative activities of the university.
- To develop and exercise mechanisms for interaction and obtaining feedback from various Schools/Departments/Regional Centres/Study Centres of the university and students, employees, and other stakeholders as input for quality improvement.
- To facilitate the implementation of recommendations of periodic reviews.
- Prepare *Program Project Report (PPR)* for each program, get the PPR approved, put in place monitoring mechanism to ensure implementation of PPR.
- To develop and/or review university policies and recommend the corrective actions.
- To organize and/or help the university departments to organize workshops/seminars/symposiums/awareness programs on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders.
- To assist in the development, revision and improvement of various policy documents of the university and UTDs.
- Supervise the development of SLM and suggest effective corrective measures, if any.
- To ensure participation of stakeholders (Students, Employees, Societies, and others) in quality improvement processes.
- To assist system based research towards creating a learner-centric environment.

## Activities Performed by CIQA Consultants during 2021–2022

### 1. Webinars/Seminars Organized

CIQA-MPBOU has organized webinars/seminars on various areas of society, economy, and education regarding the sustainability concerns of the nation. The details of these webinars/seminars are as follow:

S. N.	Date	Program	Webinars/Seminars
1	11/07/2021	नई शिक्षा नीति का एक वर्ष, अनुभव व चुनौतियां	Webinar
2	03/09/2021	नई शिक्षा नीति और पर्यावरण शिक्षा	Webinar
3	21/09/2021	भारत के स्वतंत्रता संग्राम में मध्यप्रदेश के देशभक्तों का योगदान	Webinar
4	08/10/2021	Gender Issues in Family, Society and Media	Webinar
5	11/11/2021	राष्ट्रीय शिक्षा नीति 2020 का वैशिष्ट्य और हिंदी भाषा	Webinar
6	03/02/2022	बजट पर चर्चा	Webinar
7	12/01/2022	स्वामी विवेकानंद: युवाओं के प्रेरणा स्रोत	Webinar
8	23/03/2022	जल आज और कल	Webinar
9	12/05/2022	स्वाधीनता संग्राम के प्रेरक एवम संपूर्ण इतिहास	Webinar
10	14/03/2022	आधुनिक समाज एवम महिला कानून विषय पर संगोष्ठी	Seminar
11	04/04/2022	जलवायु परिवर्तन के संकट: वैश्विक परिप्रेक्ष्य	Seminar
12	23/06/2022	जीवन में अध्यात्म की भूमिका और आनंद	Seminar

### 2. Training & Development Programs

	Duration		Training Program	Collaborating Agency
	To	From		
1	26/10/2021	28/10/2021	Capacity Building in the Development and Implementation of Open Educational Resources (OER)	CEMCA, New Delhi
2	25/11/2021		Employee Enrichment on NAAC	-----
3	09/02/2022		NAAC Awareness Program: Criteria I & II	-----
4	15/02/2022		NAAC Awareness Program: Criteria III & IV	-----
5	22/02/2022		NAAC Awareness Program: Criteria V, VI & VII	-----

### 3. Workshops

Workshops on different aspects of academics, challenges for quality management in higher education, improvement in program outcomes, capacity building of teaching and non-teaching staff and facilitating familiarity with accreditation process and other developmental aspects of higher education are proposed to be organized by CIQA.

In this way, CIQA has organized the workshop as exhibited in the table below:

	Duration		Workshop Title	Level
	To	From		
1	08/03/2022	12/03/2022	“Quality Accreditation with NAAC and Institutional Preparedness” inaugurated by the <b>Hon’ble Chancellor of the university and the Governor of the State Shri Mangubhai Patel Ji.</b>	National

#### 4. Conferences

CIQA has organized an international conference on “**Dimensions of ODL System in Current Global Scenario of Higher Education**” during August 25-26, 2022 in a blended mode. The conference inaugurated by Dr. R. J. Rao, Hon’ble VC-BU, Bhopal. In this conference, more than 50 research papers were presented by the academicians and scholars from different universities across the nation including international participants from Bangladesh Open University and Nigeria Open University.

#### 5. Collaborations with Other Institutions/Organizations through CIQA

MPBOU is an institution of higher learning desires to work together with other institutions to provide new pathways to increase access of the higher education and develop innovative solutions in the light of providing accessible, affordable and purposeful higher education.

Taking this purpose into consideration various collaborations through MOUs with educational institutions/organizations of state and national repute have been performed with the following institutions:

- a. Institute for Excellence In Higher Education (IEHE)
- b. Environmental Planning and Coordination Organisation (EPCO)
- c. Water and Land Management Institute (WALMI)

#### 6. Development of University Policies

Every institution/organization has to develop some policies and act under its guidelines for smooth function and carrying out its aims and objectives. MPBOU expresses its commitment to different stakeholders and effective functioning of its different academic and administrative operations through different policies. In this direction, CIQA has formulated following policies towards fulfillment of myriad purposes of the university:

1. Environmental Policy (English/Hindi)
2. Performance Appraisal Policy
3. Women Empowerment Policy
4. OER Policy
5. Research Policy

The mentioned policies have been approved in the 92<sup>nd</sup> meeting of the Board of Management of the university (dated 12/09/2022). Some other policies are under development.

## 7. Development of University's Vision, Mission, and Values

Vision, Mission, and Values are of strategic importance, which indicates the priorities of any institution. However, it is surprising that MPBOU's previous Vision and Mission, statements were not have clarity of thought and insufficient in guiding the university to achieve its purpose to which it has been established. Therefore, CIQA thoughtfully reviewed previous Vision and Mission statements and developed new **Vision, Mission, and Values** to the university. It is one of significant contributions of CIQA to the MPBOU, Bhopal. For the development and prior approval of **Vision, Mission, and Values**, a standard process has been followed. Finally, new **Vision, Mission, and Values** have been approved in the 92<sup>nd</sup> meeting of the Board of Management of the university (dated 12/09/2022).

## 8. Best Practice Document

In response to email subjected Advisory to Higher Educational Institutions running Open and Distance Learning Programs on March 3, 2022 at 4:45 from UGC (DEB), through following a prior procedure and a series of systematic discussions with different stakeholders, best practices of the university have been identified and documented.

## 9. Proposed UTDs (Schools/Institutes/Centres)

In reference to the minutes of the meeting of academic council dated December 27, 2019, following University Teaching Departments (UTDs) have been proposed, which were approved in 90<sup>th</sup> meeting of the Board of Management of the university dated May 30, 2022.

	Schools/Institutes/Centres	Sections	Remarks
1	School of Sciences विज्ञान अध्ययनशाला		
2	School of Social Sciences and Humanities सामाजिक विज्ञान एवं मानविकी अध्ययनशाला	Social Sciences Programs	
		Humanities Programs	
3	School of Commerce वाणिज्य अध्ययनशाला		
4	Bhoj Institute of Management Studies भोज प्रबंध अध्ययन संस्थान		
5	School of Computer Science and Information Technology कंप्यूटर विज्ञान एवं सूचना प्रौद्योगिकी अध्ययनशाला		
6	School of Education शिक्षा अध्ययनशाला	General Education सामान्य शिक्षा	
		Special Education विशेष शिक्षा	
7	School of Library Science पुस्तकालय विज्ञान अध्ययनशाला		
8	School of Journalism & Media Management पत्रकारिता एवं मीडिया प्रबंधन अध्ययनशाला		
9	School of Language भाषा अध्ययनशाला		
<b>Research Institute in HE through ODL</b>			
10	Institute of Training and Development प्रशिक्षण एवं विकास संस्थान		

## 10. Environmental Consciousness and Sustainability Initiatives

The CIQA-MPBOU has taken measures promote environmental consciousness and contribute to set up green campus via sustainability initiatives.

### 1. Sustainability Initiatives

**A. Arogya Vatika:** A blended “*Medicinal and Herbal Garden*” consists of some local, rare, and beneficial species of plants has been proposed by the CIQA and is under development.

**B. Nakshatra Garden:** It is under construction in which 27 different species of plants/seeds/saplings related to different Nakshatra are proposed to be planted.

### 2. Plantation Drives/Events

	Date	Programs	Description
1	07/06/2022	Environmental Awareness and Plantation Program	Development of Green and Clean campus proposed by CIQA. 1. Oath ceremony for pledging our commitment towards Mother Nature. 2. Signature drive for expressing commitment to environmental concerns. 3. Plantation has been done within the premises of MPBOU.
2	08/07/2022	Intense Plantation Drive	1. Intense plantation of rare variety of plants for enhancement of biodiversity. 2. Identification and conservation of flora within the premises of MPBOU for enhancement of biodiversity.

## 11. Organized Energy Awareness Program

With the reference to letter no. 24119/आउशि/वि.वि.स्था./2022 dated 21/09/2022, an energy awareness program has been organized under Energy Literacy Campaign by the New & Renewable Energy Department, Madhya Pradesh on September 23, 2022.

## 12. Developed case study on MPBOU Best Practices

- ‘Reaching the Unreached: An Experiment of Madhya Pradesh Bhoj (Open) University to Disseminate Higher Education via State-owned Television Channels.’, published in University News, a weekly journal of Association of Indian Universities (AIU, Delhi) on Higher Education (60(6), February 7-13).

## 13. Coordination Visits by CIQA

For getting inputs regarding institutional preparedness for NAAC accreditation and Campus Development following visits has been done:

1. IEHE, Bhopal

2. R. C. P. V. Naronha Academy of Administration
3. MP State Medicinal Plant Board (Under the Ministry of Ayush)
4. Tribal Museum (for campus development )
5. EPCO, Bhopal
6. WALMI, Bhopal
7. Krishna Kanta Handiqui State Open University, Guwahati, Assam (by Director CIQA dated **July 1, 2022**)

#### **Other Tasks performed by CIQA**

1. Assisted GER Enhancement Drive and visited various study centers of MPBOU.
2. Assisted in the review of dummies of SLMs of different subjects.
3. Reviewed the assignments of various subjects of different programs.
4. Conducted the scrutiny of the B. Ed. Guest Faculty recruitment applications.
5. Assisted counseling and document verification of Special B. Ed. Admissions.
6. Prepared proposal draft of “*Tribal Research Chair*”.
7. CIQA assisted various document/reports preparation as and when requested (such as EoI on Educational Video production).
8. Submitted surveys:
  - a. National survey on Resources Devoted to Science and Technology Activities 2020-21 by Department of Science and Technology, Ministry of Science and Technology, Government of India (20/04/2022)
  - b. IAU Global Survey on Higher Education and Research for Sustainable Development 2022 (06/05/2022)
9. In response to request from UGC (DEB) dated June 1, 2022, submitted documents including advisories, master circulars, SOPs, papers and case study prepared by the MPBOU in response to the challenges of Covid-19 since its onset in 2020 onwards (as per the prescribed format on June 3, 2022).
10. Served as committee members in different committees form with different purposes.

