Functions of Centre for Internal Quality Assurance:

The functions of Centre for Internal Quality Assurance would, *inter alia*, include the following:

(i)   To maintain quality in the services provided to the learners.

(ii)   To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the University.

(iii)   To contribute in the identification of the key areas in which University should maintain quality.

(iv)   To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmesin conventional mode.

(v)   To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.

(vi)   To suggest measures to the authorities of University for qualitativeimprovement.

(vii)   To facilitate the implementation of its recommendations through periodic reviews.

(viii) 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 University.

(ix)   To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in University.

(x)   To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).

(xi)   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;

(xii)   To put in place a mechanism to ensure the proper implementation of Programme Project Reports.

(xiii) To maintain are cord of Annual Plans and Annual Reports of University, review them periodically and generate actionable reports.

(xiv)   To provide inputs to the University for restructuring of programmes in order to make them relevant to the job market.

(xv)   To facilitate system based research on ways of creating learner centric environmentand to bring about qualitative change in the entire system.

(xvi) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.

(xvii) To adopt measures to ensure Internalisation and Institutionalisation of quality enhancement practices through periodic accreditation and audit.

(xviii) To coordinate between University and the Commission for various quality related initiatives or guidelines.

(xix) To obtain information from other University on various quality benchmarks or parameters and best practices.

(xx) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.

(xxi) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the University 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 University shall be submitted annually to the Commission.