

	<u>INTER OFFICE MEMO</u>	Review Date:
		Sheet 1 of 2

From: CIQA - Director

To: All concerned, Deans, Dy. Deans & HODs

CC: GB, PC, VC, & VC Office

Date: 03 September 2022

CIQA/MOM/Sept./2022/01

ESTABLISHMENT OF CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE) AT THE NORTHCAP UNIVERSITY

Reference agenda Item no. 2 of the Minutes of the 1st Meeting of Centre for Internal Quality Assurance (CIQA) held on **29th August 2022** vide which the establishment of the Centre for Distance and Online Education (CDOE) **was approved**. The CDOE shall become functional w.e.f. **3rd September 2022**.

The CIQA approves the recruitment of dedicated staff to handle CDOE which shall offer programmes in Open and Distance Learning mode and Online mode from Academic Year 2023-24. A full-time dedicated Director of CDOE is hereby appointed to ensure smooth functioning of CDOE with immediate effect.

1. **Prof. Anjali Garg (Professor): Director CDOE**

The CDOE is established as per **Annexure IV** of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 to effectively carryout all activities related to running programmes in ODL & OL mode. The administrative staff strength at Campus (up to 5,000 students) shall be appointed as per guidelines mentioned in **Annexure IV, Para III**, of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. The total built-up area for Open and Distance Learning activity is 16025 sq.

ft. against the minimum requirement of 15000 sq. ft. (carpet area) and is allocated to CDOE as per UGC guidelines. The table provides the detailed infrastructure for approved CDOE at NCU.

Table: CDOE area earmarked and allotted by NCU

Build-up Area Type	Minimum Built up area required as per Regulations (Sq. ft)	NCU built-Up Area available (Carpet Area Sq. ft)
Academic	7500	8000
Administrative	1500	1525
Academic support (Library, reading room, computer centre etc.)	4500	5000
Amenities or other support facilities (Excluding toilets)	1500	1500
Total built up area for ODL	15000	16025



Col. Bikram Mohanty (Retd.)
(Director-CIQA and Member Secretary)

