

TEZPUR UNIVERSITY : TEZPUR - 784028 : ASSAM


NOTE

October 12, 2017

Registrar

Please find herewith the minutes of the first meeting of the Centre for Internal Quality Assurance (CIQA) held on September 18, 2017.

This is for your needful action for approval of the CA, please.

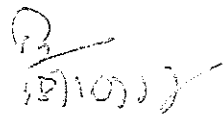


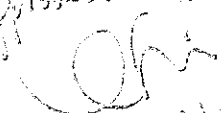
(S. K. Dutta)

Director, Centre for Internal Quality Assurance, TU

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Minutes are for consideration of approval.



Approved  
  
23/10/17

Director, CIQA

Dr. M. A.



# TEZPUR UNIVERSITY : TEZPUR - 784028 : ASSAM

Centre for Internal Quality Assurance (CIQA) for Open and Distance Learning (ODL)

## Minutes of the first meeting of CIQA-CODL

Date - 18/09/2017 : Time - 4.00 pm : Venue - PPT Room

### Members Present

1. Prof. S.K Dutta, Director, CIQA
2. Prof. D. Das, Director, CODL
3. Dr. R.K. Doley, Director, CID & Convener-CIQA
4. Dr. L. Boral, CoE
5. Prof. Utpal Sharma, Director, IQAC
6. Prof. Papori Baruah, Head-BA
7. Dr. Bhim Prasad Sarmah, Head-Maths.
8. Prof. Chandan Kumar Sharma, Head-Sociology
9. Dr. Rupam Kataki, Head-Energy
10. Dr. Ashalata Devi, Head-Environmental Sc.
11. Dr. Reetamoni Narzary, EFL

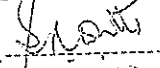
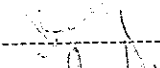
The first meeting of the Centre for Internal Quality Assurance (CIQA) was held on 18/09/2017 in the PPT Room of the Administrative Building to discuss various issues related to the programmes offered under the Centre for Open and Distance Learning (CODL) of Tezpur University, particularly, in view of the new UGC (Open and Distance Learning) Regulations, 2017. The meeting was chaired by Prof. S.K. Dutta, Director of CIQA and attended by its members and the Heads/representatives of the Departments offering programmes under CODL. The following matters were discussed in the meeting and recommendations/decisions made/taken in the meeting.

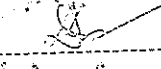
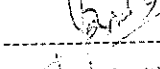
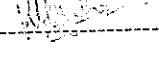
Sl No.	Subject Matter	Discussion / Proposals / Decisions
1	UGC (Open and Distance Learning) Regulations, 2017	<p>As requested by the Chair, the Director-CODL Prof. D. Das briefed the members on the new UGC regulations for open and distance learning and the required activities thereof. He emphasized the following three aspects of the UGC regulations that are to be strictly followed by ODL centres in any HEI including Tezpur University.</p> <ol style="list-style-type: none"><li>Under the Regulations, a Center for Internal Quality Assurance (CIQA) under the supervision of a full-time Director is to be established in every Higher Educational Institution (HEI) offering programmes under Open and Distance Learning (ODL). The CIQA would coordinate with the UGC and would be responsible for the academic planning and quality assurance of the open and distance learning system, such as, assessment of syllabi and Self-Learning Materials (SLM), academic audit and submission of Annual Report to UGC, etc. The CODL, on the other hand, would operate as the executing body.</li><li>Another important aspect of the Regulations is the need to prepare a</li></ol>

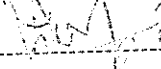
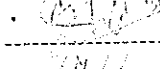
		<p>well-structured Project Proposal Report (PPR) for each programme clearly defining the objective, outcome and infrastructure involved. The PPRs would include the revised syllabi as instructed in the Regulations and the reorientation of SLMs.</p> <p>iii. The members also strongly felt the necessity of a separate space, infrastructural facilities and manpower exclusively for CODL and CIQA.</p>
2	Project Proposal Reports of New and Existing Programmes	<p>1. The Departments offering programmes under CODL had already been communicated to re-unitize their respective syllabi. Accordingly, the following PPRs along with revised syllabi have been received:</p> <ol style="list-style-type: none"> <li>MA in English</li> <li>MA in Sociology</li> <li>MA in Mass Communication and Journalism</li> <li>PG Diploma in Human Resource Management</li> <li>PG Diploma in Environment and Disaster Management</li> </ol> <p>2. The members perused the above PPRs and recommended them for approval of the competent authority. However, the PPRs are required to be routed through the respective Boards of Studies and School Boards enabling CIQA to place them before the Academic Council for its approval.</p> <p>3. The Head of the Department of Energy was requested to submit their PPR at the earliest.</p> <p>4. As regards the process of approval, the members agreed upon the following decisions:</p> <ol style="list-style-type: none"> <li>The Controller of Examinations (CoE) would place the PPRs for necessary approval of the competent authority.</li> <li>The Departments would get the syllabi assessed by external experts; get them approved by the respective Boards of Studies and School Boards before final submission to the CoE for approval of the Academic Council. This process would be completed by 13<sup>th</sup> October, 2017*.</li> <li>The Departments were requested to extend full co-operation in developing the SLMs and other related activities.</li> </ol>
3	Any other matter(s)	<ol style="list-style-type: none"> <li>The members proposed and agreed to have a sitting/meeting every month to discuss the progress of works related to CODL.</li> <li>The house also proposed a separate space along with furniture and manpower for CIQA for its effective functioning.</li> </ol>

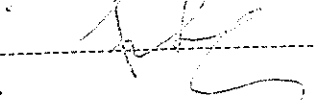
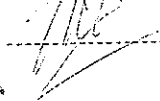
\* This date is proposed in view of the extension of the last date by UGC till 31<sup>st</sup> October, 2017.

Signature of Members (as per the serial number given on the top)

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2.  \_\_\_\_\_ 6.  \_\_\_\_\_ 10.  \_\_\_\_\_

3.  \_\_\_\_\_ 7.  \_\_\_\_\_ 11. \_\_\_\_\_

4.  \_\_\_\_\_ 8.  \_\_\_\_\_



Centre for Open and Distance Learning(CODL)  
Tezpur University

Napaam, Tezpur, Assam: 784028

Minutes of the Second Meeting of Centre For Internal Quality Assurance (CIQA)  
Committee for Open and Distance Learning Held on 26-04-2018

Members Present:

1. Prof. S. K. Dutta, Chairperson, CIQA Committee
2. Dr. Rajeev K. Doley, Member Secretary
3. Prof. Debabrata Das, Director, CODL
4. Prof. Chandan Kumar Sharma, HOD, Dept. of Sociology, Member
5. Prof. Abhijit Bora, HOD, Dept. of MCJ, Member
6. Dr. L. Boral, Controller of Examinations
7. Dr. Pradyumna Kumar Choudhury (for HOD, Energy), Member
8. Dr. Juri Dutta, Centre For Assamese Studies, Member
9. Dr. Sravani Biswas (for HOD, English), Member
10. Dr. Suchibrata Goswami, Asst. Professor, CODL
11. Mr. Partha Pratim Kalita, Assistant Registrar, CODL

A meeting of the *Centre for Internal Quality Assurance Committee for Open and Distance Learning, Tezpur University*, was held on 26-04-2018 at the premises of the Centre for Inclusive Development, Academic Building I, with the Director, CIQA, Prof. S. K. Dutta in the chair. The meeting discussed the following items:

- a. Considering the Revised Academic Regulations for CODL
- b. Considering the syllabus for new programme(PGD CRG)
- c. Special scheme for extension of validity of learners.
- d. Preparation of audio-visual materials.

After the deliberations, the following recommendations were made in the meeting:

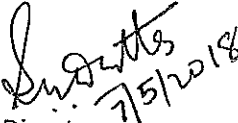
1. The Director, CODL, presented the draft revised Academic Regulations of the Centre For Open and Distance Learning, Tezpur University, for consideration of the committee. On perusal of the draft regulations, the committee observed that some portions of the regulations needed to be revisited. Therefore, a committee was formed for this purpose with the following members:

- |  |                  |
|--|------------------|
| a) Prof. Sunil Kumar Dutta- Director, CIQA       | Chairman         |
| b) Prof. Debabrata Das- Director, CODL           | Member Secretary |
| c) Dr. Lakhi Boral- COE                          | Member           |
| d) Prof. Utpal Sharma, Dept.of CSE               | Member           |
| e) Prof. Abhijit Bora, Dept. of MCJ              | Member           |
| f) Dr. Suchibrata Goswami, Asst. Professor, CODL | Member           |

The committee also recommended that the draft revised academic regulations of CODL be placed before the next Academic Council meeting through the Director, CIQA.

2. The Director, CODL apprised the house that the CODL is in receipt of a few requests from the learners who could not complete their programme in stipulated time. Some of them are showing certain personal difficulties while others are claiming that they were unaware of the fact that they needed to apply for extension in time. To facilitate the learners in sum, CODL proposed for grant of "special extension of validity of registration" for learners whose validity of registration with CODL has expired. It was proposed to grant another 1 year extension to all such PG Diploma learners and 2 years to all such Master's degree learners. It is also proposed to charge a special extension fee of Rs.2000/- as against the regular extension fee of Rs. 1000/- . A period of 60 days will be given to the learners for availing the benefit of the special extension. The committee after scrutinizing the same recommended the proposal for approval of the Vice-Chancellor.
3. The Director, CODL presented a proposal for production of Audio video materials and introduction of Online Counselling to facilitate learners easy access, flexible learning and uninterrupted interaction with the resources and the centre. The proposal is made in the line of UGC (ODL) Regulations 2018, which emphasizes on the introduction of Audio Video learning materials for the learners. In the first phase, 185 video lectures are proposed to be produced and online counselling through official you tube channel is also proposed. A budget for the first phase of the proposal was placed before the committee and the committee after minor additions to the budget recommended the budget amounting to Rs.7,74,800/- for Vice-Chancellor's approval.
4. The CODL proposed to introduce a programme *PG Diploma in Child Rights & Governance* to be offered by the Centre for Inclusive Development. The syllabus for the programme was placed before the committee. The two-semester programme would have eight (08) courses/papers with a total of 32 credits. The committee after a perusal and discussions thereon, recommended that applicants with one year working experience be preferred for this programme. This was recommended in lieu of the two papers named "Communication Skills" and "Field Observational Visits" that were dropped from the syllabus for the open and distance mode. The committee discussed the proposal recommended by the school board and found as per requirements of UGC(ODL) Regulations,2018 and hence, forwarded for approval of the academic council.

The meeting ended with a vote of thanks from/to the Chair.

  
7/5/2018  
Director  
Centre For Internal Quality  
Assurance Cell

Approved By  
Vice-Chancellor

CIQA file

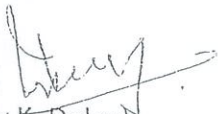
TEZPUR UNIVERSITY : TEZPUR – 784028 : ASSAM  
Centre for Inclusive Development

NOTE

May 4, 2018

Vice Chancellor

The minutes of the meeting of *Centre for Internal Quality Assurance (CIQA) Committee for Open and Distance Learning* held on April 26, 2018 are placed for kind approval of the Vice Chancellor.



(Rajeev K. Doley)  
Member Convenor, CIQAC-ODL, TU

Approved

10/5/18



Centre for Open and Distance Learning(CODL)  
Tezpur University

Napaam, Tezpur, Assam: 784028

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Committee for Open and Distance Learning Held on 26-04-2018

Members Present:

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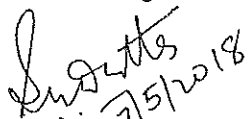
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| c) Dr. Lakhi Boral- COE                          | Member           |
| d) Prof. Utpal Sharma, Dept.of CSE               | Member           |
| e) Prof. Abhijit Bora, Dept. of MCJ              | Member           |
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The committee also recommended that the draft revised academic regulations of CODL be placed before the next Academic Council meeting through the Director, CIQA.

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The meeting ended with a vote of thanks from/to the Chair.

  
7/5/2018  
Director

Centre For Internal Quality  
Assurance Cell

  
Approved By  
Vice-Chancellor



# TEZPUR UNIVERSITY :: TEZPUR 784028 :: ASSAM

Centre for Internal Quality Assurance (CIQA) Committee for Open and Distance Learning (ODL)

*Minutes of the CIQA Committee Meeting held on 24-04-2019*  
*Venue : Centre for Open and Distance Learning (CODL), Academic Building I*

A meeting of the Centre for Internal Quality Assurance Committee for ODL, Tezpur University, was held on April 24, 2019, in the office chamber of the Director, CODL (Academic Building 1), under the chairmanship of Prof. Manabendra Bhuyan, Director, CIQA, with the following agenda items:

- a. Draft Academic Regulations for ODL Programmes
- b. Draft Guidelines for recognition of Learner Support Centres for CODL
- c. Revision of the intake capacity of PGDCRG offered by CID under CODL
- d. Revision of the eligibility criteria for admission to PGDREEM offered by the Department of Energy under CODL

## Members Present:

1. Prof. Manabendra Bhuyan, Director, CIQA
2. Prof. B.K. Danta, HOD, Dept. of EFL
3. Prof. Chandan Sharma, HOD, Dept. of Sociology
4. Prof. Gautam K Borah, Member, Dept. of EFL
5. Prof. Deben Chandra Baruah, Director, IQAC
6. Prof. Papor Baruah, Head, Dept. of Business Administration
7. Dr. Sadhan Mahapatra, Member Dept. of Energy
8. Dr. Asha Lata Devi, HOD, Dept. of Environmental Sciences
9. Dr. Joya Chakraborty, HOD, Dept. of Mass Communication and Journalism
10. Prof. Debabrata Das, Director, CODL
11. Dr. Lakhi Boral, Controller of Examinations
12. Dr. Rajeev K. Doley, Director, CID and Member Convener

The members deliberated upon the topics item-wise and took/made the following resolutions/recommendations:

## Resolutions:

1. Taking up the first agenda item, the Chairman requested the Director of CODL to update the progress of activities at the Centre. Accordingly, the Director, CODL, presented to the house an overview of developmental activities at the Centre since 2017 mentioning that a number of essential facilities had been created and manpower increased so that the Centre could move forward with a bigger pace. He also mentioned that the number of students taking various programmes offered under the Centre had been consistently increasing making the Centre self-sufficient during the just concluded financial year, e.i., 2018-19. The members lauded this achievement and wished that the trend continued to take the Centre to greater heights.

The members unanimously recommended to the University authority that adequate manpower including teaching and non-teaching staff be provided to CODL with salaries at par with other contractual teachers/staff of the University so that the quality

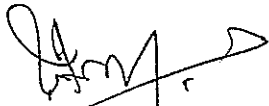
*[Handwritten signatures and initials]*

...and not suffer. The house also recommended to the University authority to make necessary arrangement for funding the estimated deficit amount of Rs. 829600/- in the proposed 2019-20 budget for CODL.

While discussing the second agenda item, the house approved in-principal the draft Academic Regulations of ODL programmes with minor changes such as incorporation of a provision for betterment. The house suggested that opportunities should be given to the willing learners of CODL to appear for betterment examinations to be taken in the immediate subsequent semester-end examination. The house also recommended that the fee against betterment examinations be double of the normal examination fee.

3. The house also in-principal approved the guidelines for recognition of Learner Support Centres to be established by CODL at various places of Assam.
4. In view of the current demand trend, the house suggested that the existing upper limit of intake (30 learners in a semester) for the programme *Postgraduate Diploma in Child Rights & Governance* (PGDCRG) offered by the Centre for Inclusive Development (CID) under CODL with support from UNICEF-Assam, be removed in order to allow maximum number of learners to avail of the benefit of this programme.
5. The members accorded in-principle approval to the revised eligibility criteria for admission to the Postgraduate Diploma in Renewable Energy & Energy Management (PGDREEM) offered by the Department of Energy under CODL with a suggestion that the proposal be routed through the School Board, if need be.

The meeting ended with a vote of thanks to and from the Chair.



Dr. Rajeev K. Doley  
Member-Convener, CIQA Committee



Prof. Manabendra Bhuyan  
Chairman, CIQA Committee

'342'

Vice-Chancellor

Date: 30-10-2019

Sub: Approval of minutes of the meeting of Centre For Internal Quality Assurance held on 17/10/2019

The minutes of the third meeting of Centre For Internal Quality Assurance (CIQA) held on 17/10/2019 at CODL Office is placed for your kind approval.

Director  
CODL

Encl:

- a) Minutes of the meeting held on 17/10/2019



Centre for Open and Distance Learning (CODL)  
Tezpur University

Napnam, Tezpur, Assam: 784028

Minutes of the third meeting of the Centre For Internal Quality Assurance for ODL  
held on 17/10/2019

On 17-10-2019, a meeting of the Centre for Internal Quality Assurance for ODL was held at the premises of in CODL to discuss the following agenda items:

- I. Matter of advising the Vice-Chancellor on continuation of CODL as per decision of the 93rd meeting of the BoM.
- II. Conduct of Term End Examination of CODL simultaneously with regular mode students (as per UGC notification No -F.No. 1-23/2018 (DEB-I), dtd. 10/04/2018)
- III. Vetting of Proposal for revision of fee structure of CODL
- IV. Proposal for signing an MoU with SIRD for offering a collaborative PG Diploma programme on Panchayati Raj and Rural Development
- V. Annual Report of CIQA
- VI. Introduction of PGDCA programme in ODL Mode

The meeting was chaired by Prof. Manabendra Bhuyan, Director; Centre for Internal Quality Assurance for ODL, TU.

Members Present:

1. Dr. Joya Chakraborty- Head (Dept. of MCJ)- Member
2. Dr. Asha Lata Devi- Head (Dept. of EVS)- Member
3. Dr. Amiya Kumar Das- (For Dr. Rabin Deka; Head- Dept. of Sociology)- Member
4. Dr. Sadhan Mahapatra- (For Prof. D.C. Baruah; Director-IQAC)- Member
5. Dr. Debasish Mohapatra- (For Prof. B.K. Danta; Head- Dept. of EFL)- Member
6. Dr. Biren Das- The Registrar, Tezpur University- Member
7. Dr. Lakhi Boral- COE, Tezpur University-Member
8. Prof. P.K. Das- Special Invitee
9. Prof. M.K. Sarma- Special Invitee
10. Prof. Debabrata Das- Director, CODL
11. Dr. Rajeev K Doley- Member Convener- Centre For Internal Quality Assurance, TU

After item-wise deliberations on the above agenda, the following resolutions were taken/recommendations made in the meeting:

Agenda 1: Matter of advising the Vice-Chancellor on continuation of CODL as per decision of the 93rd meeting of BoM.

Resolution: In view of the Note dated September 20, 2019, received from the University administration on the decision of the 93<sup>rd</sup> meeting of the BoM, the members made a careful and thorough examination of the performance of CODL in terms of admission figures and financial earnings and expenditure since its year of establishment in 2011 till date. In this regard, the members observed that the trends in the last three years have been on the upward scale and the Centre has improvised itself in various aspects such as curriculum, infrastructure, manpower and academic/examination. It was also observed that the Centre has been able to *remain self-sufficient as far as its revenue expenses* are concerned in most of the years since inception. Following a close examination, the members suggested that the capital and infrastructural expenses incurred in the name of CODL by the University must be amortised yearly over its life span and should not be charged directly on year to year basis which otherwise will reflect inappropriate financial status of the Centre in the records.

As regards the requirement by the Board of Management, CODL shall provide an action plan for self-sustainability in the coming years which may contain the following items:

- a. Next 3-5 years route map
- b. Incremental revenue collection status (with revised fee structure)
- c. Introduction of new Programmes

Further, the house opined that in line with the objectives of the University enshrined in the Tezpur University Act, 1993, (*First Schedule, 1 (d)*), the Centre should continue its existence in pursuit of the said objective. The members also requested the University authority to provide Capital and Infrastructural support to the Centre.

Agenda 2: Conduct of Term End Examination of CODL simultaneously with regular mode students (as per UGC notification no -F.No. 1-23/2018 (DEB-I), dt. April 2019

Resolution: The house after careful deliberations on the matter and keeping in view the operational difficulties of conducting common examination for ODL students with those of regular mode, opined that an operational model be developed for implementation of the same. Further, the house after an in-depth discussion with the heads of the offering departments present in the meeting, recommended that the system of common question paper setting for the recognised programmes of CODL (as per UGC mandate), may initially be started with the MA in Sociology programme, whose syllabus and curriculum has least differences between ODL and regular mode.

Agenda 3: Vetting of proposal for revision of fee structure of CODL

Resolution: The house examined the existing fee structure of various programmes of the CODL, TU, and made a comparative analysis with the fees of similar programmes in the neighbouring ODL institutes. Following this, the house found that it would be justifiable to effect an upward fee revision for all the programmes under CODL and recommended the same. In this regard, necessary proposal be prepared and sent to the Fee Revision Committee for consideration. The house also observed that such an exercise would help the Centre in achieving complete self-sustainability in the long run without affecting the learners. The house further recommended that "*instalment system*" of fee payment may be introduced for convenience of the prospective learners.

Agenda 4: Proposal of MoU with SIRD for offering collaborative PG Diploma programme on Panchayati Raj and Rural Development

Resolution: The house in-principal approved the said proposal for an MoU with SIRD (under Govt. of Assam) for offering a six-month Diploma Programme in Panchayati Raj and Rural Development and recommended that the proposal be placed before the Academic Council in its next meeting for acceptance.

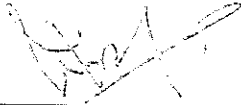
Agenda 5: Annual Report of CIQA for the year 2018-19

Resolution: The house in-principal approved the draft Annual Report of CIQA-TU for the year 2018-19.

Agenda 6: Introduction of PGDCA programme in ODL Mode

Resolution: The house considered and deliberated on the proposal for starting a PG Diploma in Computer Application (PGDCA) in the Open and Distance mode in view of the demands in the present job market. It suggested the CODL to explore the possibilities keeping in mind the feasibility and self-sustainability factors.

The meeting ended with a vote of thanks from the Chair.



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Member Convener  
CIQA



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Chairman/Director  
CIQA

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Approved By  
Vice-Chancellor