


Vice-Chancellor

Date : 02-12-2020

Sub: Approval of minutes of the first meeting of the second Centre for Internal Quality Assurance Committee (CIQA) for Distance and Online Education, Tezpur University


Please find herewith the minutes of the first meeting of the second CIQA committee for Distance and Online Education, Tezpur University, as held on 06/11/2020.

This is placed for your kind approval please.


Director
CDOE

Encl :

a. Minutes of the meeting as held on 06/11/2020

Approved

3/12/2020

**CENTRE FOR INTERNAL QUALITY ASSURANCE FOR
DISTANCE AND ONLINE EDUCATION**

TEZPUR UNIVERSITY Napaam, Tezpur, Assam: 784028

**Minutes of the First Meeting of the Second CIQA Committee for Distance and Online
Education, Tezpur University held on 06/11/2020 at 3.00 p.m. in the Board Room of the
Vice-Chancellor's Secretariat**

The meeting was chaired by **Prof. Vinod Kumar Jain, Vice-Chancellor, Tezpur University**, and **Chairman of the CIQA Committee**, and was attended by the following members:

- 1) Prof. Dilip Kumar Saikia, Pro Vice-Chancellor, Tezpur University (*as Special Invitee*)
- 2) Prof. P.K. Das, Dean, School of Humanities and Social Sciences (as Member)
- 3) Prof. D.K. Bhattacharyya, Dean, Academic, (as Member)
- 4) Prof. Chandana Goswami, Dept. of Business Administration (as Member)
- 5) Prof. Joya Chakraborty, H.O.D., Dept. of Mass Communication and Journalism (as Member)
- 6) Prof. Rabin Deka, H.O.D., Dept. of Sociology (as Member)
- 7) Dr. Sanjib Sahoo, Associate Professor, Dept. of English (*For Prof. B.K. Danta, H.O.D., Dept. of English*)
- 8) Prof. Durgesh Pant, Director, CS&IT and Online Education, Uttarakhand Open University (*as External Member- via Online Mode*)
- 9) Prof. CRK Murthy, STRIDE, IGNOU, New Delhi (*as External Member- via Online Mode*)
- 10) Dr. Lakhi Boral, Controller of Examinations, TU (as Member)
- 11) Mr. Kumarjit Dutta, DR-Finance, TU (as Member)
- 12) Dr. Braja Bndhu Mishra, Finance Officer, TU (**as Special Invitee**)
- 13) Prof. M.K. Hazarika, Head, CIIE, TU (**as Special Invitee**)
- 14) Prof. Debendra Chandra Baruah, Director, CIQA
- 15) Prof. Rajeev K Doley, Director, CDOE

Prof D C Baruah, Director, CIQA, requested Prof V. K. Jain, VC and Chairperson of the CIQA Committee, to chair the meeting.

The Chairperson welcomed the members to the new Committee constituted as per the provisions of the *UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020*. He welcomed the external members Prof. C.R.K. Murthy and Prof. Durgesh Pant with a traditional Assamese *Phulam Gamocha*. Following this, the Chair called the meeting to order and after extensive deliberations/discussions on the agenda points, the following decisions were taken:

Agenda No: CIQA/2020/001/001

Agenda: Action Taken Report of the Previous Meeting held on 17/10/2019:

Discussions and Decisions: The Director, CDOE, apprised the house with the following action taken reports of the previous meetings:

A. Action Plan

As per decision of the last CIQA Committee meeting held on 17/10/2019, CDOE (then CODL), submitted a Three-Year Action Plan to the University along with an incremental year-wise revenue collection projection for 2020, 2021 and 2022 along with introduction of new programmes. The Centre in accordance with the submitted plan has taken concrete steps towards attracting more number of learners to the programmes offered under its roof vide use of several media platforms (including electronic/radio/print/bulk SMS) by giving wide publicity, in order to generate incremental revenue. Further, the

Centre has also revised its existing fee structure for all the programmes to keep it at par with similar ODL institutions of the region. The Centre is also on its advanced stage of working on introduction of new programmes and modalities for launching a new six-month Diploma programme in Panchayati Raj and Rural Development in collaboration with SIRD, Govt. of Assam. Further, the Centre is also in talks with Quality Council of India and UNICEF for launching of similar short-term Diploma programmes through Distance mode with CDOE.

B. Parity of examination pattern with conventional mode

On the requirement of setting or preparing the question papers of Open and Distance learning mode same as those of conventional mode as laid down by UGC *Notification No- F. no. 1-23-2018 (DEB-I), dated April 2019*, the Director-CDOE apprised the members of the following difficulty:

As per the conventional mode of Tezpur University, 60 (End Term) : 40 (Continuous Evaluation) pattern is practised. But, as per new the UGC Regulations 2020 (*Part III: Clause 15 (A), Sub Clause 3 (iii) (ii)*), the minimum marks for End Term Examination in the Open and Distance mode is 70. This is a major issue to maintain parity among the two systems. Accordingly, the pattern of examination such as End-Term examination (70 marks) and continuous assessment in the form of assignments (30 marks) is practised.

The house after a thorough discussion on the above matter recommended that the pattern of Question Paper used for ODL be kept as 70 (End Term Examination) : 30 (continuous assessment).

C. Revised fee structure

The house was also informed that the revised fee structure for the programmes offered under CDOE has been implemented w.e.f. the Autumn Semester (July) 2020. However, as admission to the programmes offered under CDOE could not be launched in the said session due to recognition related guidelines mandated by UGC, the new fee structure shall be implemented w.e.f. the Spring Semester (January) 2021 (*subject to grant of recognition of ODL programmes by UGC-DEB to CDOE, TU*)

D. SIRD collaboration to introduce *Diploma Programme in Panchayati Raj and Rural Development*

With regard to the proposal of starting a *Six-Month Diploma in Panchayati Raj and Rural Development* in collaboration with the State Institute of Rural Development (SIRD), Govt. of Assam, the Director-CDOE, apprised the house that all preliminary formalities had been completed and the draft MoU is ready for signing between the two institutions. In this regard, the members suggested that the MoU be signed as early as possible preferably within the month of November 2020 so that the academic programme could be started from the next academic session. To this effect, a suitable date be fixed in consultation with SIRD.

Action: Director: CDOE

E. Annual report

The house was also intimated by Director-CDOE that the Annual Report for the year 2018-19 on the functioning of CIQA related to ODL activities in the said year had been submitted to UGC-DEB for consideration.

F. Launching of PGDCA

Regarding the launch of PGDCA programme in the Distance mode as per decision of the last CIQA meeting (dated 17/10/2019), the members suggested that the programme be

launched in the modular form wherein the admitted learners completing one year would be awarded with “**Diploma in Computer Applications**” and those completing two years would be awarded with “**Advanced Diploma in Computer Applications**”.

Action: Director, CDOE

Agenda No: CIQA/2020/001/002

Agenda: Dual Mode (Conventional + ODL and Online) Status for University:

The house after careful consideration and deliberations, suggested the University to consider to apply as a Dual Mode University for NAAC Accreditation. Further, the University should carefully examine the present status and necessary preparations should be made accordingly. The house also suggested the CDOE to consult IQAC while preparing documents for a possible accreditation by NAAC in the forthcoming cycle. In this regard, the house suggested that a meeting of the Heads and Programme Coordinators of the offering Departments and the Director-CDOE be held under the chairmanship of the Dean, Academic Affairs, for developing an action plan immediately. Meanwhile, all possibilities be explored for increasing the number of learners under CDOE.

Action: Director, CDOE

Agenda No: CIQA/2020/001/003

Agenda: Application to UGC-DEB for grant of recognition for running ODL programmes (January 2021 session and beyond): The house was informed by Director-CDOE that the Centre had successfully completed its online application process and also submitted the hard copies to UGC-DEB within the prescribed deadline for grant of recognition to the programmes under CDOE for the upcoming sessions.

Agenda No: CIQA/2020/001/004

Agenda: Starting of Online Programmes under CDOE:

The house after an in-depth discussion, agreed that in line with the *UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020*, necessary preparations be carried out for offering online programmes through CDOE. The external members agreed to extend all possible help to materialize the plan. In this regard, the Centre would ascertain the requirement of infrastructure such as manpower, laboratories, etc.

Action: Director, CDOE

Agenda No: CIQA/2020/001/005

Agenda: Launch of short-term programmes (Six-month Certificate / One-year Diploma) in Communication Skills and Technical Writing:

The Director-CDOE put forward a proposal to launch Six-month Certificate/One-year Diploma programmes in Technical Writing and Communication Skills. The house agreed to the proposal and expressed that such programmes would help generate some amount of revenue for the Centre.

Action: Director, CDOE

Agenda No: CIQA/2020/001/006

Agenda: Collaboration with UNICEF:

The Director-CDOE proposed that the Centre could enter into a collaboration with UNICEF for launching child-centric short-term academic programmes. The house agreed to the proposal and suggested the Director to carry forward the proposal in consultation with UNICEF.

Action: Director, CDOE

Agenda No: CIQA/2020/001/006

Agenda: Rechristening of existing One-Year PG Diploma programmes to Two-Year PG Diploma Programmes:

The house after careful deliberations recommended that in view of the new *UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020*, the existing One-year PG Diploma programmes offered under CDOE (*PG Diploma in Human Resource Management, PG Diploma in Renewable Energy and Energy Management, PG Diploma in Environmental and Disaster Management and PG Diploma in Child Rights and Governance*) should be re-launched in a modular mode, wherein the learners completing one year would be awarded with “**Diploma**” and those completing two years will be awarded with “**Advanced Diploma**” in their respective programmes. Action: Director, CDOE


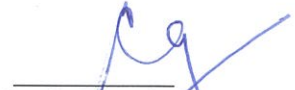
Agenda No: CIQA/2020/001/007

Agenda: AoB

The house agreed to the proposal of the Director-CIQA to co-opt the Director-CDOE as an ex-officio member of the CIQA Committee.

Action: Directors, CIQA and CDOE

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

 Prof. D.K. Saikia (special invitee)	 Prof. D.K. Bhattacharyya (member)	 Prof. P.K. Das (member)	 Prof. Chandana Goswami (member)
 Prof. B.K. Danta (member)	 Prof. Joya Chakraborty (member)	 Prof. Rabin Deka (member)	 Dr. Lakhi Boral (member)
 Mr. Kumarjit Dutta (member)	 Dr. Braja Bandhu Mishra (special invitee)	 Prof. M.K. Hazarika (special invitee)	
 Prof. CRK Murthy (external member)	 Prof. Durgesh Pant (external member)		
 Prof. Debendra Chandra Baruah (Director, CIQA)	 Dr. Rajeev K Doley (Director, CDOE)		


Approved By
Vice-Chancellor
(Chairman)