

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

TEZPUR UNIVERSITY

Napaam, Tezpur, Assam: 784028

**Minutes of the Meeting of the CIQA Committee for Distance and Online
Education, Tezpur University**

Dated: 08/03/2024

On 08-03-2024, a meeting of the CIQA Committee (constituted in compliance with the UGC Open and Distance Learning Programmes and Online Programmes Regulations, 2020) was held at 4.30 p.m. in the Board Room of the Vice-Chancellor's Secretariat for discussing the following agenda items:

1. Implementation of INFLIBNET Learning Management System (ILMS).
2. Revision of Payment Terms of LSC.
3. Revision of CDOE existing fee structure and issue related to Payment Gateway.
4. Utilization of Central Recording Studio Facility of the University available with S.O.E. (School of Engineering, TU)
5. Launch of new Master Degree Programmes

The meeting was chaired by **Prof. Shambhu Nath Singh, Hon'ble Vice-Chancellor, Tezpur University**, and was attended by the following members:

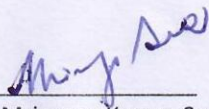
- 1) Prof. Mrinmoy Kumar Sarma, Dean Academic Affairs (Member)
- 2) Prof. Farheena Danta, Dean, School of Humanities and Social Sciences (Member)
- 3) Prof. Debendra Chandra Baruah, Director, IQAC (Member)
- 4) Prof. Joya Chakraborty, (**For H.O.D., Dept. of Mass Communication and Journalism**) (Member)
- 5) Dr. Debasish Mohapatra, H.O.D., Dept. of English (Member)
- 6) Prof. Sankar Chandra Deka, Controller of Examinations (Member)
- 7) Prof. RSP Singh, Director, School of Vocational Education and Training, IGNOU (External Member)
- 8) Dr. Anil Chandra Borah, Senior Regional Director, Jorhat Regional Centre, IGNOU (External Member)
- 9) Dr. Amiya Kumar Das, Director, Centre for Internal Quality Assurance (Member Secretary)
- 10) Mr. Kumarjit Dutta, DR-Finance, TU (Member)
- 11) Dr. Braja Bandhu Mishra, Finance Officer, TU (**Special Invitee**)
- 12) Dr. Akhilesh Kumar, Director, CDOE (**co-opted member**)

The Chairperson welcomed all the members including the external members Prof. R.S.P. Singh and Dr. Anil Chandra Borah with a traditional Assamese *Phulam Gamusa* bearing the logo of the University and a small memento as token of respect. With kind permission of Chair, the meeting was started.

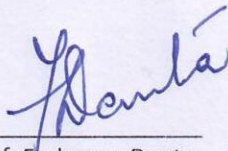
1. The house took a stock of the current progression regarding implementation of the MoU with INFLIBNET through the briefing presented by Director, CDOE and apprised the initiative undertaken by the Centre for implementation of ILMS for launch of online programmes which are in pipeline. The house recommended for completion of the required formalities at the earliest possible.
2. The house was intimated by the Director, CDOE that at present the Learner Support Centres are being paid a nominal share of 15% of the fee paid by the student referred by the LSC, from which the Centres are expected to manage their expenditure. The house carefully examined the present system and after extended deliberations, recommended that status quo be maintained.
3. Director, CDOE further apprised the house that efforts are being made to establish Special Learner Support Centres in Central Jail and other places such as KVK, ITI's and defence establishments. The house lauded the efforts undertaken and recommend the special efforts to be undertaken to establish Special Learner Support Centres in Defence establishments in nearby vicinity of Tezpur University.

4. The house was also informed that at present the online fee payment system was being undertaken through Paytm.com (a private payment gateway) and owing to regulatory restrictions being imposed on Paytm.com, the Centre proposes to utilize the services of SBI Collect in line with University's existing fee payment system. The house after due examination accepted the proposal and recommend moving ahead with SBI Collect payment gateway services.
5. In regards with the existing fee structure of different programmes under CDOE, Director, CDOE apprised the house that certain revision of heads of fee collection may be considered by the committee. The committee while agreeing to the proposal recommend that different components of the fee structure be re-examined and a **"Original certificate Issuance Fee amounting to Rs. 1000/-"** be included in the total fee structure. The house further suggested that the proposal for revised fee structure be placed with University Fee Fixation Committee for further approval.
6. Director, CDOE made a request regarding utilization of the facilities of the "Central Recording Studio" presently under custody of Computer Centre, located at School of Engineering. The committee after due consideration recommended that the CDOE may proceed further to take charge of the Studio following due process and start recording of A/V lectures as early as possible, owing to the necessity of these lectures for start of the Online programmes. Necessary technical and supporting manpower may be engaged with approval of the competent authority for functioning of the Studio.
7. The house was also apprised by Director, CDOE regarding launch of several MA and Diploma/Certificate courses. The house after due examination, recommend that in the first phase focus may be made on launching of Masters programmes in Education, Social Work, Hindi and Commerce. The Director, CDOE also proposed the house regarding offering of M.Sc. in Mathematics programme which was kept in abeyance earlier. The house after due consideration recommended for offering of the programme in consultation with the concerned department and post approval of the UGC-DEB.

The house further resolved to co-opt the Director, CDOE, as an ex-officio member of the CIQA Committee. The meeting ended with a vote of thanks.



Prof. Mrinmoy Kumar Sarma



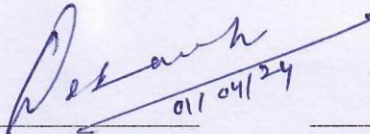
Prof. Farheena Danta



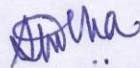
Prof. D.C. Baruah



Prof. Joya Chakraborty



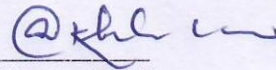
Dr. Debasish Mohapatra



Controller of Examinations



Director, CIQA



Director, CDOE

(Confirmed through mail)

Prof. R.S.P. Singh
(External Member)

(Confirmed through mail)

Dr. Anil Chandra Borah
(External Member)

Chairperson

Enclosed minutes of the meeting of Centre for Internal Quality Assurance (CIQA) for JODE, J.V. as held on 8/3/2024 are placed for consideration of approval of the c/a, pl.

Director, CDOE, pl

Phail-
AP CDOE
28/4/24

The minutes of meeting of CIQA Committee placed at (F-1) for kind consideration perusal and approval please.

@bc
2/4/2024

Hon'ble ~~VE~~ Sir

Approved
mm
10/4/24

Director, CIQA

Approved
mm
11/5/24

J.V.