

OFFICE OF THE VICE CHANCELLOR

TEZPUR UNIVERSITY

Date of Receipt..... 27/10/21

Receipt No..... 14023

Vice-Chancellor

Date- 22/10/2021

Sub: Minutes of the second meeting of the CIQA committee for ODL for approval

The minutes of the second meeting of the second CIQA committee for ODL, Tezpur University as held on 21-Sep-2021 in virtual mode is placed for your kind perusal and approval, please.

[Handwritten Signature]
22/10/21

Director
CDOE

Encl:

- a. Copy of the minutes of the second CIQA for ODL committee meeting as held on 21/9/21.

Approved

[Handwritten Signature]
27/10/21

AR - CDOE

for n/c, M

[Handwritten Signature]
29/10/21

All Matters/Resolutions are taken up for action.

[Handwritten Signature]
29/10/2021

CENTRE FOR INTERNAL QUALITY ASSURANCE FOR
DISTANCE AND ONLINE EDUCATION
TEZPUR UNIVERSITY Napaam, Tezpur, Assam: 784028

Minutes of the Second Meeting of the Second CIQA Committee for Distance and Online Education, Tezpur University, held on 21/09/2021 (Online)

Members Present:

- | | |
|--|----------------|
| 1) Prof. Vinod Kumar Jain, Vice-Chancellor, Tezpur University | Chairman |
| 2) Prof. P.K. Das, Dean, School of Humanities and Social Sciences | Member |
| 3) Prof. Mrinmoy Kumar Sarma, Dean, Academic, (as Member) | |
| 4) Prof. Joya Chakraborty, H.O.D., Dept. of Mass Communication and Journalism | Member |
| 5) Prof. Rabin Deka, H.O.D., Dept. of Sociology | Member |
| 6) Prof. Durgesh Pant, Director, CS&IT and Online Education, Uttarakhand Open University | Member |
| 7) Prof. CRK Murthy, STRIDE, IGNOU, New Delhi | Member |
| 8) Dr. Lakhi Boral, Controller of Examinations, TU | Member |
| 9) Mr. Kumarjit Dutta, DR-Finance, TU | Member |
| 10) Dr. Esther Daimari, Assistant Professor, Dept. of English (<i>Representing H.O.D., Dept. of English</i>) | |
| 11) Prof. Rajeev K Doley | Director, CDOE |
| 12) Prof. Debendra Chandra Baruah | Director, CIQA |

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

Chairing the meeting, Prof. V. K. Jain extended his warm welcome to all the internal and external members to the meeting. 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/2021/002/001

Action Taken Report on the decisions of the previous meeting held on 06/11/2020

The Director, CDOE presented the action taken report on the decisions/ recommendations of the previous meeting as below:

- A. TU-SIRD collaboration to launch *Diploma in Panchayati Raj and Rural Development*:** As a follow up action of the MoU with State Institute of Rural Development (SIRD) Govt. of Assam (signed on 4/1/2021), the syllabus of the programme "*Diploma in Panchayati Raj and Rural Development*" is prepared by Tezpur University in consultation with SIRD which is now under process for securing external experts' comments. It is also planned to extend the six-month programme into a modular, one-year programme with the provision of (i) Certificate, if discontinued after completing six months and (ii) One year Diploma after completing one year.
- B. Annual Report:** Annual Report for the year 2018-19 on the functioning of CIQA for ODL is submitted to UGC-DEB for consideration as per mandatory requirement.
- C. UGC-DEB Recognition:** The house is informed that, in response to the application for recognition submitted by CDOE-TU, the UGC-DEB (vide its letter *No F. No. 21-11/2020(DEB-I) dated 16/3/2021*) accorded recognition to three MA Programmes, viz., (i) MA in English, (ii) MA in Sociology and (iii) MA in Mass Communication and Journalism, for the period 2021 to 2025.
- D. Launching of PGDCA:** On the relaunching of the PGDCA programme in the ODL mode, the Director-CDOE informed the house that the Centre had sent the proposal to the Department of CSE. The Department was examining if the clearance of AICTE would be required in this regard and would get in touch with the Centre in the process. and the related activities were in progress.

- E. Launch of Certificate/Diploma programmes in Technical Writing and Communication:** Preparatory works like syllabi preparation for “*Six-month Certificate and One-year Diploma in Technical Writing and Communication Skills*” are progressing.
- F. Collaboration with UNICEF:** Discussions on possible collaboration with UNICEF-Assam in launching short-term programmes on child-centric areas of study, as advised by CIQA in its earlier meeting, are progressing well.
- G. Rechristening of ‘PG Diploma’ to ‘Diploma’:** In accordance with the new guidelines notified by UGC-DEB through the “UGC Regulations 2020 (Distance Learning Programmes and Online Programmes)”, necessary approval of the Competent Authority of the University has been obtained and accordingly the existing One Year PG Diploma programmes is rechristened to One Year Diploma programmes (the programmes are Diploma in Human Resource Management, Child Rights and Governance, and Environmental and Disaster Management). Further, the house was apprised of the intimation by Department of Energy about its DAC’s decision to discontinue the programme PG Diploma in *Renewable Energy & Energy Management* owing to technical difficulties in running it as a One-Year Diploma programme.

The house unanimously agreed and accepted the above action taken report.

Agenda No: CIQA/2021/002/002

Proposal for starting online Programmes in (i) MA in English, (ii) MA in Sociology, and (iii) MA in Mass Communication & Journalism as per the provision of UGC Regulations, 2020

Based on the feedback received from the parent Departments about the probable difficulties to start online courses, the house advised to defer the action till required infrastructure are created to facilitate the above online courses. The members suggested CDOE to make a proposal for creating essential facilities/infrastructure for offering online programmes as online education is considered to play important role as a mode of teaching-learning as signified by the National Education Policy 2020.

Action: Director, CDOE

Agenda No: CIQA/2021/002/003

Proposal for establishment of New Learner Support Centres

Requirement to establish Learner Support Centres (LSC) across the state of Assam and its subsequent actions are elaborated by Director-CDOE. All the 11 Govt. and Govt.-aided colleges, located in different parts of Assam which responded for the Expressions of Interest for the above purpose are found suitable. The LSCs would be operated on revenue sharing basis and on a self-sustaining mode. The members suggested CDOE to prepare budget for seed money to begin the functioning of the LSCs. Members also suggested to arrange visit to each of the LSCs by a Committee from CDOE, Tezpur University to ensure the availability of required facilities. Chairman is authorised to approve the LSCs based on the report of the visiting team.

Action: Director, CDOE

Agenda No: CIQA/2021/002/004:

Approval of the syllabus of the new One Year Diploma Programme in Panchayati Raj and Rural Development to be offered by CDOE

A brainstorming programme (three days duration) is recommended for finalizing the syllabus of the above-mentioned course inviting domain experts. Participation of Prof. C.R.K. Murthy and Prof. Durgesh Pant in the above programme are desired by the house. CDOE-TU will organize the event.

Action: Director, CDOE


Agenda No: CIQA/2021/002/005:

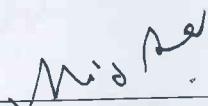
Approval of fee structure for international students


The Director-CDOE apprised the house that in view of several queries received from potential International Students for admission into the programmes offered by CDOE, Tezpur University, the Centre had placed a proposal for fixing of the fee structure for International Students with the Fee Fixation Committee of the University. The committee in its meeting held on 25/1/2021, recommended the Centre to keep the fee structure for international students three times of the regular fees paid by the Indian students in the Distance mode. Accordingly, the Centre drafted the fee structure and placed the same for approval of the house. The house after careful observations approved the same and recommended it to be placed before the Fee Fixation Committee of the University.

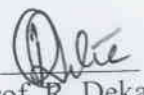
Action: Director, CDOE

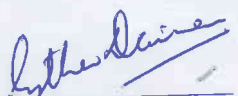
The meeting ended with a vote of thanks from/to the Chair.



Prof. P.K. Das
(member)



Prof. M.K. Sarma
(member)


Prof. Joya Chakraborty
(member) (Member)


Prof. R. Deka
(member) (Secretary)



Dr. Esther Daimari
(representative member)
(Eng)



Dr. Lakhi Borah
(member)


Mr. Kumarjit Dutta
(member)

(Present Online)
Prof. CRK Murthy
(external member)

(Present Online)
Prof. Durgesh Pant
(external member)


Prof. Debendra Chandra Baruah
(Director, CIQA)
(Energy)


Dr. Rajeev K Doley
(Director, CDOE)

(Sd/-)
Approved By
Vice-Chancellor
(Chairman)

(Signature appended in
notesheet in pre-page)