

OFFICE OF THE VICE CHANCELLOR
TEZPUR UNIVERSITY
Date of Receipt 7/3/23
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Vice-Chancellor

Date- 06/03/2023

Sub: Minutes of the third 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 06-Feb-2023 is placed for your kind perusal and approval, please.



Director
CDOE

Encl:

a. Copy of the minutes

Approved.

7/3/23

**Minutes of the Third Meeting of CIQA Committee for Distance and Online Education,
Tezpur University, held on 06/02/2023**

Members Present:

1) Prof. Dhruva Kumar Bhattacharyya, Vice-Chancellor (Acting), Tezpur University	Chairman
2) Prof. Farheena Danta, Dean, School of Humanities and Social Sciences	Member
3) Prof. Mrinmoy Kumar Sarma, Dean, Academic Affairs	Member
4) Prof. Abhijit Bora, H.O.D., Dept. of Mass Communication and Journalism	Member
5) Prof. Sravani Biswas, H.O.D., Dept. of English	Member
6) Prof. Rabin Deka, H.O.D., Dept. of Sociology	Member
7) Prof. Durgesh Pant, Director, CS&IT and Online Education, Uttarakhand Open University	Member
8) Prof. CRK Murthy, STRIDE, IGNOU, New Delhi	Member
9) Prof. Sankar Chandra Deka, Controller of Examinations	Member
10) Mr. Kumarjit Dutta, DR-Finance, TU	Member
11) Prof. Rajeev K Doley	Director, CDOE
12) Prof. Debendra Chandra Baruah	Director, CIQA

The Third Meeting of the Centre for Quality Assurance for Distance and Online Education (CIQA for ODL) Committee, Tezpur University, was held on 06/02/2023, in the Board Room of the Vice Chancellor's office. Prof. D.C. Baruah, Director, CIQA, requested Prof Dhruva Kumar Bhattacharyya, Vice Chancellor (Acting) and Chairperson of the CIQA Committee, to chair the meeting. Chairing the meeting, Prof. Bhattacharyya 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 items, the following decisions were taken / recommendations were made:

1. Agenda No: CIQA/2022/003/001

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

As advised by Director, CIQA, the Director-CDOE, presented the action taken report on the decisions/recommendations of the previous meeting of CIQA for ODL as given below:

A. 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

Pursuant to the recommendation of CIQA in its Second Meeting to start programmes in the online mode (the existing ODL programmes, to begin with), the CDOE had discussions with the Heads of the concerned Departments (Sociology, English and Mass Communication & Journalism) on the modalities of offering the programmes in the online mode. After examining the modalities, the Heads were of the opinion that additional faculty members would be required to offer the programmes in the online mode as it would entail additional workloads in the form of developing online video tutorials and related Four Quadrant materials. The required supervision, however, would be provided by the Departments in designing of course curriculum. The house suggested the CDOE to take up the matter further.

B. Establishment of New Learner Support Centres

The Director-CDOE informed the house that for the purpose of establishing new Learner Support Centres in different parts of Assam, Expression of Interest (EOI) was invited through advertisement from govt. and govt.-aided institutions of higher education. In response to the advertisement, eleven (11) institutions submitted their EOIs out of which eight (08) institutions that met the terms & conditions, were selected through a preliminary review by Director, CDOE. These institutions were then visited for physical verification by CDOE representatives and were



reported as “Satisfactory” for Learner Support Centre (LSC). The list of 11 institutes along with verification reports is attached at “Annexure I and II”.

After discussion, CIQA recommended the verification report for further action.

C. Approval of the syllabus of the proposed One-Year Diploma in Panchayati Raj and Rural Development to be offered by CDOE-TU

The Director-CDOE briefed the members about the proposed academic programme One- Year Diploma in Panchayati Raj and Rural Development to be offered by CDOE-TU in collaboration with the State Institute of Panchayat and Rural Development (SIPRD), Government of Assam. As mutually agreed under the MoU, the SIPRD was to develop the Syllabus of the programme which would be examined by the CDOE-TU and be placed before the Academic Council of the University for approval. But the Syllabus was yet to be received by CDOE. When contacted, it was found that there had been a change of leadership at SIPRD for which the matter was lying out of priorities.

The house advised CDOE to depute a team of representatives from Tezpur University to visit SIPRD and discuss the matter with its Director. The matter was suggested to be reported in the next meeting of CIQA.

D. Approval of fee structure for International Students

The Director-CDOE apprised the house that the fee structure for International Students was referred to the University Fee Committee for vetting. The Committee recommended that the fee structure for International Students be kept at ten (10) times of the fee charged from Indian students. The house, after careful considerations, was of the opinion that the course fee for International Students could be kept at two times of the fee charged from Indian students. However, the house recommended that while finalizing the fee structure, all relevant costs such as international postage, examination centre fee, etc. be considered.

2. Agenda No: CIQA/2022/003/002:

Approval regarding:

A. Criteria for selection of Examination Centres from amongst the newly inducted Learner Support Centres:

The house recommended the following criteria for selection of Examination Centres from amongst the newly inducted LSCs:

- i. The selected HEI must be an empanelled LSC of CDOE-TU;
- ii. A minimum number of 20 learners must register for appearing at examinations at the selected LSC;
- iii. All required infrastructural and security facilities must be available at the LSC for conduct of the examinations.

Based on the above criteria, CDOE would decide and select the HEIs as Examination Centres and place the same in the next of meeting of CIQA for consideration.

B. Document verification at Learner Support Centres during admission:

The Director-CDOE informed the house that a large number of requests were received from its admitted learners seeking permission to complete the physical document verification process before admission at the nearest LSC rather than travelling to H.Q. TU for the same. The house after careful deliberations recommended that the document verification process be completed through Digi Locker app/website and for execution of the same, the online admission portal be linked with Digi Locker to enable verification documents at the H.O. Further, the house recommended that learners who do not have Digi Locker IDs, may complete the verification physically at the CDOE, Tezpur University.



C. Proposal of Diphu Government College as new Learner Support Centre:

The house was apprised by the Director-CDOE that a proposal had been received from Diphu Government College, Karbi Anglong, Assam, seeking empanelment as an LSC under CDOE-TU. The house in-principle approved the proposal, subject to satisfactory physical verification of the HEI. The house opined that the physical verification report be submitted to CIQA in its next meeting for consideration.

3. Agenda No: CIQA/2022/003/003:

Proposal for increment of CDOE Staff Salary by 20% of the existing pay:

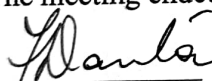
The Director-CDOE apprised the house that presently the Centre was functioning with three (03) non-teaching staff members appointed on contract in the year 2017. The salaries of these staff members were last revised in 2019 with 20% hike. As it has been already more than three years since the last revision, and considering the increased living costs, the proposal for salary revision has been put up for consideration. The house suggested that the proposal with proper justification be submitted for consideration of the competent authority.

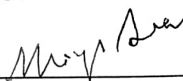
4. Agenda No: CIQA/2022/003/004:


Any Other Business:

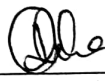
- The CIQA agreed the idea of the CDOE to start Master's programme in Yoga in principle and suggested the Centre to prepare the detailed proposal.
- The CIQA also suggested to start standalone skill development courses in some identified areas depending upon local needs and it be explored to launch them in the Online mode.
- The CIQA also suggested that a meeting with all the Coordinators of Learner Support Centres be organised in the online/offline mode for discussion and development of a future plan of action for growth of the Centre.
- The house recommended that One faculty member be chosen as Deputy Director of the Centre for Distance and Online Education for smooth functioning of the Centre. The Director, CDOE, was suggested to put up a proposal to the University in this regard.
- The CIQA also opined that new HEI's in Kokrajhar district of Assam be explored for empanelment as LSCs under CDOE-TU. The Chair further informed that the required assistance in this regard could be sought from the OSD to CEM (Sri Pramod Boro) for which the O/o the Registrar, TU, be approached.


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

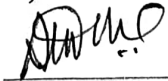

Prof. Farheena Danta
(member)



Prof. M.K. Sarma
(member)


Prof. Abhijit Bora
(member)


Prof. R. Deka
(member)



Prof. Sravani Biswas
(member)



Prof. Sankar Chandra Deka
(member)


Mr. Kumarjit Dutta
(member)

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)