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Minutes of the Meeting of
Centre for internal Quality Assurance (CIQA)
of
Directorate of Distance Education, University of North Bengal

A meeting of the Centre for internal Quality Assurance (CIQA) of Directorate of Distance Education, University of North Bengal was held on November 7, 2019 at 3:00 PM at the Office of the Registrar, University of North Bengal.

The following Members were present:

1. Prof. Soumitra De (Director, IQAC, NBU)	Chairperson
2. Dr. Dilip Kumar Sarkar (Registrar, NBU)	Member
3. Prof. Bikash Chandra Paul (Dean - Science, NBU)	Member
4. Dr. Sukhendra Naryan Saha (Finance Officer, NBU)	Member
5. Dr. Debasis Dutta (Controller of Examinations, NBU)	Member
6. Prof. Chandanashis Laha (Director, DDE, NBU)	Convener

The Chairman warmly welcomed all the members of the Centre for internal Quality Assurance (CIQA) and presented the agenda items for the consideration of the members and approval by the Committee. Following agenda were placed before the committee:

AGENDUM 1: To discuss UGC's Regulation for ODL programmes, 2017.

DECISION: The UGC Regulation for ODL programmes, 2017 dated 23.06.2017 was placed before the members of the CIQA for discussion and decision. A detailed discussion took place and members resolved that the Directorate has to arrange all the facilities for the students that have been expected from HIT's under this regulation.

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AGENDUM 2: To discuss the 'Manual for Self-Study Report for Dual-Mode Universities' for Assessment and Accreditation by the National Assessment and Accreditation Council (NAAC), uploaded by UGC DEB on September 4, 2019.

DECISION: The 'Manual for Self-Study Report for Dual-Mode Universities' for Assessment and Accreditation by the National Assessment and Accreditation Council (NAAC) was placed before the members of the CIQA for discussion and decision. The members discussed that DDE NBU will apply for NAAC accreditation within June 2020.

AGENDUM 3: To consider submission of the Annual Report of the Centre for Internal Quality Assurance (CIQA) for the academic year 2018-19 on or before 11.11.2019.

DECISION: The UGC DEB letter dated 20.09.2019 for submission of the Annual Report of the Centre for Internal Quality Assurance (CIQA) for the academic year 2018-19 on or before 11.11.2019 was placed before the members. The members resolved that it must be submitted by the Directorate on or before 11.11.2019 positively.

AGENDUM 4: To consider introduction of Certificate and Diploma and as elective courses for Under Graduate Programmes/ Post Graduate Programmes (MOOCs).

DECISION: The Committee resolved that MOOCs courses for Certificate and Diploma and as elective courses for Under Graduate Programmes/ Post Graduate Programmes and advised the Directorate to introduce MOOCs based courses and submit the detailed proposal immediately. The Committee also suggested registering all the faculties of DDE, NBU in SWYAM platform to initiate MOOCs online courses.



DIRECTORATE of DISTANCE EDUCATION
University of North Bengal

Door - Siksha Bhawan
P.O. North Bengal University, Raja Ram Mohanpur,
Dist. Darjeeling, Pin - 734 013, WB, India

Phone No. : (0351) 2580205
Tele Fax: 0353-2599218
E-mail: ddedirector01@gmail.com
ddebdirector01@gmail.com
ddebdirector02@gmail.com

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AGENDUM 5: To consider preparation of learning material (content) in Multiple Media such as Self Learning Material, e-Content, Audio-Video content etc. according to set standards and requirement.

DECISION: The Director, DDE communicated the status of the SLM's received from M/s. Schoolguru, Mumbai (the authorized vendor) and informed the delay and missed deadlines in delivery of the content from vendor's end. The Committee suggested uploading the e-content in DDE website with necessary encryption and security measures.

AGENDUM 6: Miscellaneous

AGENDUM 6(a): To consider the current Students' feedback form.

DECISION: With the permission of the Chair, the agenda was placed before the members. The committee approved the student feedback form and suggested to prepare the analysis report with the data available with the Directorate.

AGENDUM 6(b): To consider the submission of proposal for recognition of ODL Programmes from beginning July, 2020.

DECISION: The relevant public notice of the UGC No. F.No.7-1/2019 (DEB-I) dated 01.11.2019 was placed before the Committee. The Committee instructed the Directorate to apply immediately for recognition of ODL programmes from (2020-2021) academic session beginning July 2020 and onwards.

AGENDUM 6(c): To consider the UGC (DEB) letter on the compliance by HEIs to offer programmes through Open Distance Learning (ODL) and Online learning (OL) dated 01.11.2019.

DECISION: The UGC DEB letter was placed before the members. It was resolved that the necessary and applicable compliance be made immediately.



DIRECTORATE of Distance Education
University of North Bengal

Door - Siksha Bhawan
P.O. North Bengal University, Raja Rammohunpur,
Dist. Darjeeling, Pin - 734 013, WB, India

Phone No.: (0353) 2580205
Tele Fax: 0353-2699218
E-mail: ddedirector00@gmail.com
ddedydirector001@gmail.com
ddeasstdirector002@gmail.com

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AGENDUM 6(d): To consider future plans regarding the development and expansion of the DDE, NBU.

DECISION: Dr. D. K. Sarkar, Member, proposed the following future plans:

- i. Introduction of new subjects like M.A. in Journalism, M.Com, MSW (Master in Social Work), and MBA
- ii. Expansion of DDE library with new journal and books
- iii. Expansion of infrastructure.
- iv. Reactivation of the Digital Studio with introduction of state-of-art technology. The video lectures of the faculty are to be recorded with immediate effect. Technical hands may be hired as per requirement.

Resolved that the above mentioned plans be implemented.

The meeting ended with the vote of thanks to the Chair.

Prof. Chandanashis Laha
Convenor, CIQA &
Director, DDE, NBU

Prof. Soumitra De
Chairperson, CIQA
DDE, NBU

7/11/19