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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 December 27, 2019 at 2:45 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. Dr. Sukhendra Naryan Saha (Finance Officer, NBU) | Member      |
| 4. Prof. Chandanashis Laha (Director, DDE, NBU)     | Convenor    |

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:** Preparation for NAAC Accreditation.

**DECISION:** Resolved that

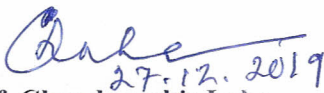
1. The feedback from students will be considered to improve the standard of quality in DDE.
2. Record to be kept of the efforts put toward the enhancement of quality by the DDE and future plans toward enhancement of quality.
3. All the stakeholders to be kept updated regarding NAAC activities.

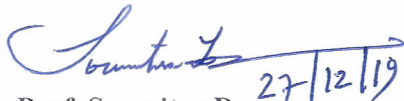
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4. New online academic programmes should be developed by the faculties.
5. Publication of all the faculties to be collected.
6. The Committee instructed the DDE to collect all the printed Self Learning Material (SLM) of PG and UG from the University Press immediately.
7. The Digital Studio to be upgraded and recording to be started with immediate effect.
8. DDE Regulation modification by bringing additional points like territorial jurisdiction and others to be communicated to the concerned authority.
9. E-resources like e-Shodh Sindhu, e-pg pathshala, Massive Open Online Course (MOOC), SWAYAM, e-books and e-journal *etc.* to be explored and materials may be procured with immediate effect.
10. Additional web-material to be uploaded in the website [www.ddenbu.in](http://www.ddenbu.in).
11. Urgent faculty meeting for e-book and e-journal procurement.
12. Any purchase/ procurement/ repairing related to infrastructure, books, e-books, e-journal *etc.* to be applied with immediate effect.
13. The committee suggested encouraging faculty of DDE for Minor Research Project under the budget head 'Research Grant' (SRE.1.03.02. COMMON – 15).

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

  
27.12.2019  
**Prof. Chandanashis Laha**  
Convenor, CIQA  
Director, DDE, NBU

  
27/12/19  
**Prof. Soumitra De**  
Chairperson, CIQA  
DDE, NBU