

78/DDE R/2022
06/06/2022



UNIVERSITY OF NORTH BENGAL
OFFICE OF THE REGISTRAR

No. 2849 /R-2022

Date : 03.06.2022

Resolution(s) of the Executive Council Meeting dated : 02.06.2022

06

[Item No. 11, 44]

Appended below is / are the resolution(s) of the authority, as noted above, for information and necessary action:

Item No.: 11

To consider the Minutes of the 43rd Meeting of the Standing Committee of the Directorate of Distance Education (DDE), NBU held on 08.04.2022.

Decision: Resolved that the Minutes of the 43rd Meeting of the Standing Committee of the Directorate of Distance Education (DDE), NBU held on 08.04.2022 be approved.

NOTE: Confirmed with immediate action by the Chair.

Item No.: 44

To report that the Hon'ble Vice-Chancellor has approved to change the name of Directorate of Distance Education as Centre for Distance and Online Education (CDOE).

Decision: Action of the Vice-Chancellor is noted, approved and ratified.


Registrar (Offg.)

In communication to the Director, Centre for Distance and Online Education,
NBU

Encl: Original Papers

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DIRECTORATE OF DISTANCE EDUCATION

UNIVERSITY OF NORTH BENGAL

Accredited by NAAC with Grade A



ANNEXURE - IX

ITEM NO. 11

Date 02.06.2022

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Ref. No.

Date 02.04.2022

Minutes of the 43rd Meeting of the Standing Committee of the DDE, NBU held on 08.04.2022

The 43rd meeting of the Standing Committee of the Directorate of Distance Education, University of North Bengal (DDE, NBU) was held on 08.04.2022 at 12.00 noon in the Meeting room of VC's office. The Notice for the meeting along with a background note on agenda items as ready reference, were circulated on 29.03.2022.

Members Present:

1. Vice Chancellor, NBU	Chairman
2. Dean, Faculty of Arts Commerce and Law, NBU	Member
3. Dean, Faculty of Science, NBU	Member
4. Registrar (Officiating), NBU	Member
5. Finance Officer (Officiating), NBU	Member
6. Inspector of Colleges, NBU	Member
7. Head, Department of Bengali, NBU	Member
8. Head, Department of English, NBU	Member
9. Head, Department of Nepali, NBU	Member
10. Head, Department of Political Science, NBU	Member
11. Head, Department of Philosophy, NBU	Member
12. Head, Department of History, NBU	Member
13. Head, Department of Mathematics, NBU	Member
14. Principal, Sukanta Mahavidyalaya, Dhupguri	Member
15. Director (CIQA), DDE, NBU	Member
16. Director (IQAC), NBU	Member
17. Deputy Director, DDE, NBU	Member
18. Assistant Director, DDE, NBU	Member
19. Director. DDE, NBU	Convener

The Chairman requested the Convener to place the Agenda items before the members for meaningful discussion and decision. After a threadbare discussion the following resolutions were taken in the meeting.

RESOLUTION	
Agenda Item 1.	Confirmation of the minutes of the 42 nd meeting of the Standing Committee held on 05.07.2017.
Resolution	Approved

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<p>Agenda Item 2.</p>	<p>Revision/Introduction of Regulations related to Distance Education Courses, NBU in the light of UGC (Open and Distance Programmes and Online Programmes) Regulations 2020 UGC (Open and Distance Programmes and Online Programmes) Regulations 2020 has been introduced in supersession of the UGC (Open and Distance Learning) Regulations 2017 and UGC (Online Courses or Programmes) Regulations 2018 with amendments. The 2nd amendments of UGC (Open and Distance Programmes and Online Programmes) Regulations 2020 are also in the pipelines. In view of above the present NBU Regulations related to Distance Education Courses needs to be revised or newly introduced.</p>
<p>Resolution</p>	<p>The committee considered that the UGC (Open and Distance Programmes and Online Programmes) Regulations 2020 is adopted and may be placed before the Executive Council for approval.</p> <p style="text-align: right;">Action: Registrar</p>
<p>Agenda Item 3.</p>	<p>Agenda Item 3. Exploring the idea of launching New Academic Programmes</p> <p>In consultation with academicians/colleagues and preliminary survey, the following academic programmes are proposed for launching in future: i. M.Com. ii. MBA with specializations in Digital Marketing/Business Analytics/ others, iii. M.A. in Journalism and Mass Communication. iv. M.A. in Education. If agreed, we have to prepare detail 'Programme Project Report' for each proposed programme as per guidelines of UGC (Open and Distance Programmes and Online Programmes) Regulations 2020.</p>
<p>Resolution</p>	<p>Approved for preparing Programme Project Report (PPR) of the proposed programmes and may be placed before Standing Committee for consideration. A status report on the existing programmes may also be prepared and submitted for review.</p> <p style="text-align: right;">Action: Director, DDE</p>
<p>Agenda Item 4.</p>	<p>Preparation of head wise Annual Receipts and Payments Statement exclusively for DDE</p> <p>Head wise annual expenditure statement helps to understand the programme delivery expenditure, counseling expenses, SLSM cost, unit cost per student and so on. Fixation of programme fees, better monitoring of expenses and a few policy decision may be taken based on head wise annual receipts and payments statement exclusively for DDE. It is also necessary for preparing detail 'Programme Project Report' in connection with launching new academic programme as per guidelines of UGC (Open and Distance Programmes and Online Programmes) Regulations 2020.</p>
<p>Resolution</p>	<p>Approved as proposed. DDE may prepare the annual receipts and expenditure statement (head wise/ unit wise/ programme wise) in consultation with Finance Officer.</p>

	Action: Director, DDE/Finance Officer
Agenda Item 5.	<p>Orientation Programme/Training Programme for Teachers/Academic Counsellors/ other staff</p> <p>Upgradation of skills and knowledge of human resources is crucial for providing quality services. It is very much true in case of distance education system. It is found that such kind of mechanism is missing in the distance education system. It is therefore proposed to introduce training programme / orientation programme for both teaching and non teaching staff under DDE, NBU including academic counselors as a matter of regular practice.</p>
Resolution	<p>Approved as proposed. It was also suggested that a tie-up between the DDE, NBU and Human Resource Development Centre (HRDC), NBU may be explored to provide training/courses.</p> <p style="text-align: right;">Action: Director, DDE</p>
Agenda Item 6.	<p>Printing and Distribution of SLSM</p> <p>Distribution of Printed SLSM is one of the tedious tasks of DDE for several reasons. Involvement of huge manpower, maintaining undistributed SM, cost involvement and so on. It is observed that on an average 25 percent students do not collect their SLSM. A good number of students are also availing the facility of softcopy version of SLSM, specially during pandemic situation. It is perhaps the high time to shift to delivery of soft version of SLSM immediately after admission with option for hard copies too.</p>
Resolution	<p>Approved</p> <p style="text-align: right;">Action: Director, DDE</p>
Agenda Item 7.	<p>Developing Audio-Video Counselling Sessions</p> <p>ODL System in India is now ICT driven system. We are now moving towards online learning and blended learning system. It is true that we have to depend upon constantly changing technology to handle large number of students.</p> <p>It is thus felt necessary to develop Audio-Video Counselling Sessions; programme wise/course wise/unit wise so that it can replaces face to face counseling session to a certain extent. Not only it will save the expenditure on counseling session but it will standardize the delivery mechanism and creation of online platforms for future course of actions.</p>
Resolution	<p>Noted and Approved</p> <p>Furthermore, the studio of DDE may be renovated and equipped as per requirement and utilized extensively by the University.</p> <p style="text-align: right;">Action: As per decision of the Competent Authority</p>
Agenda Item 8.	<p>Re-activation of Learners Support Centres (LSCs or Study Centres)</p> <p>As per records there are 10 LSCs under DDE, NBU located in different degree colleges. It is reported that these LSCs are non functional. The University offering programmes in ODL mode must ensure that LSCs is established as per Annexure – VIII of UGC (Open and Distance</p>

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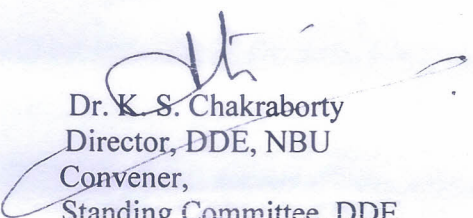
	<p>Programmes and Online Programmes) Regulations 2020 in Colleges affiliated to a University. To enhance the enrolment in DDE the role of LSCs cannot be ignored. Thus it is proposed to reactivate the LSCs with revised MOU, Guidelines, Financial implications, SOP etc. in a phased manner. In view of above, the following issues are proposed for necessary instructions /approval/perusal.</p> <ol style="list-style-type: none"> a. Initially 5 LSCs namely <ol style="list-style-type: none"> i. University B.T. & Evening College, Cooch Behar ii. Falakata College, Dist. Jalpaiguri iii. Balurghat College, Balurghat iv. Ghoomo Jorebunglow, Ghoomo, Darjeeling v. Gour Mahavidyalaya, Malda may be considered as Pilot Study. The proposed LSCs are chosen in terms of geographical location, enrolment status and previous experiences. b. Draft copy of MOU/ Basic Information/ Application of Proposed Coordinator is submitted for decision. c. The financial Structure for running the LSCs is discussed among the officials of DDE and proposed as follows: <ol style="list-style-type: none"> i. Honorarium for Coordinator – Rs. 4, 000 per month ii. Honorarium for Asstt. Coordinator – Rs. 3,000 per month iii. Honorarium for Multi task staff – Rs. 2,000 per month iv. Contingencies – Rs. 1,000 per month (Thus, there will be fixed monthly commitment of Rs. 10,000 per month per LSC.) v. Academic Counselling for PG Programmes – Rs. 500 per 2 hours session and Rs. 400 per 2 hours session for UG Programmes. Maximum counseling session will be conducted either by Online or through Audio-visual programme. Face to face mode of counseling will be conducted at LSCs provided there are more than 25 learners are attached in a particular programme at LSC and attend more than 20 learners. Otherwise counseling session will be provided by the DDE.
Resolution	The Committee suggested that a detail report in this regard may be prepared. Action: Director, DDE
Agenda Item 9.	Use of Social Media (Face Book/ FB Pages/ WhatsApp/ Tweeter etc) Social Media plays an important role in promotion of DE programmes. No cost is involved in using social media for promotion of programmes delivered by DE. Therefore it is proposed to open official Facebook Profile / Facebook Page / WhatsApp/ Koo/Tweeter etc in the name of DDE, NBU.
Resolution	Approved as proposed Action: Director, DDE
Agenda Item 10.	Revision of Procedure for Assignment Evaluation and Feedback The evaluation in Distance Education includes continuous or formative assessment based on Assignments submitted by the students. The objective of introducing assignment submission process in DE is to help the learners to enhance their learning capability based on 'Feedback on Assignment' provided by the evaluators. It is observed that the evaluators are not submitting 'Feedback on Assignment' and the evaluated assignments or

	Feedback Copy is not returned back to the students in DDE, NBU. In view of above 'evaluated assignments' or 'feedback on assignment' may be returned/ provided to the students.
Resolution	Approved as proposed Action: Director, DDE
MISCELLANEOUS AGENDA AND RESOLUTION	
Agenda Item 11.a.	Change of name from 'Directorate of Distance Education' to 'Centre for Distance and Online Education (CDOE)' As par clause (3) 8. PART III of UGC (Open and Distance Programmes and Online Programmes) Regulations 2020, a higher education institution other than an Open University shall have a designated Centre for Distance and Online Education (CDOE) for operationalising the programmes in Open and Distance Learning mode and/or Online mode. Keeping in mind the future scope of expansion in term of Online programme and to follow the relevant UGC regulation, it is felt necessary to change the name of 'Directorate of Distance Education' to 'Centre for Distance and Online Education (CDOE)'. Submitted for observation and suggestions, if any.
Resolution	The Committee approved the proposal and may be placed before the Executive Committee for approval. Action: Registrar
Agenda Item 11.b.	Proper Utilization of Departmental Imprest Cash at DDE Circular issued by the University Finance Officer vide No. FO/E/39/3710/FO-14 dated 05-03-2014 stated that "the Finance Committee in its meeting dated 30-08-2013 under Item no. 33 approved by the Executive Council meeting dated 27-09-2013 under Item no-Misc 5(ii) decided that the ceiling of the departmental Imprest Cash be revised to 20% of the departmental budgetary allocation for 'other Expenses' subject to maximum of Rs. 50,000/=". DDE, NBU are drawing running 'Imprest Cash' upto 20% of the 'Other Expenses' budget head comprising different sub-head allocated for the department subject to maximum of Rs. 50,000 and submits accounts & vouchers in prescribed proforma with breakup of the sub-heads for the adjustment/re-imbursement. The said cash are kept in the office of DDE under lock and key. It is a matter of practice for DDE since F.Y. 2014-2015. As per circular issued by the University Finance Officer vide No. FO/E/39/3709/FO-14 dated 05-03-2014, Director, DDE is the sanctioning authority for utilizing such running 'Imprest Cash' fund subject to prescribed limit. Deputy Director, DDE, maintains the fund, assesses & processes the requirement of stationeries/stores/services etc. and processes the relevant bills and vouchers on the basis of proper certification and verification by Assistant Director, DDE. The Accountant, DDE, maintains /procures /handles all records and documents and all other necessary works pertaining to proper utilization of Imprest Cash at DDE. Submitted for observation and suggestions regarding continuation or improvement, if any, of the above mentioned system adopted by the DDE.

Resolution	Approved. Action: Director, DDE
Agenda Item 11.c.	Opening/ of Extension students support services at NBU Kolkata campus. It is felt necessary to extend the facility of students support services to the prospective/ present/ alumni students network under DDE, NBU. The proposed center may also provide appropriate information to the other stakeholders relating to DDE, NBU.
Resolution	Approved. Action: Director, DDE

At the end, the meeting was concluded by the Chairman thanking all the members.


Dr. Subires Bhattacharyya
Hon'ble Vice-Chancellor
University of North Bengal
&
Chairman
Standing Committee, DDE


Dr. K. S. Chakraborty
Director, DDE, NBU
Convener,
Standing Committee, DDE

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