

DESPATCHED		
Office of the Vice-Chancellor University of North Bengal		
1. No. VC/ 3173	Date 25.8.23	Time
2. No. VC/	Date	Time
3. No. VC/	Date	Time

RECEIVED		
Office of the Vice-Chancellor University of North Bengal		
1. No. VC/ 3944	Date 23.8.23	Time
2. No. VC/	Date	Time
3. No. VC/	Date	Time

NOTE SHEET

Centre for Distance and Online Education (Formerly Directorate of Distance Education) University of North Bengal

Accredited by NAAC with Grade B++

Ref. No: 321 /CDOE-D/2023

Date: 23-08-2023

Note to the Hon'ble Vice Chancellor

I am sending herewith the minutes of the meetings of Standing Committee and CIQA, CDOE held on 21-08-2023 in the meeting room of Vice Chancellor's Office (VCO) to consider the approved agenda for your kind approval and necessary signature.

K.S. Chakraborty
K.S. Chakraborty
Director, CDOE, NBU

To
The Hon'ble Vice Chancellor

DIRECTOR
Centre for Distance and Online Education
(Formerly Directorate of Distance Education)
University of North Bengal

**Minutes of the Meeting of the Centre for Internal Quality Assurance (CIQA)
Committee of the CDOE, NBU
held on 21.08.2023**

The meeting of the Centre for Internal Quality Assurance (CIQA) Committee of the CDOE, University of North Bengal was held on 21.08.2023 at 12.30 pm 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.

Members Present:

Vice Chancellor, NBU	Chairman
Prof. Pranab Ghosh, Dept. of Chemistry, NBU	Member
Prof. Debika Saha, Dept. of Philosophy, NBU	Member
Controller of Examinations, NBU	Member
Head, Department of Nepali, NBU	Member
Head, Department of Political Science, NBU	Member
Head, Department of Mathematics, NBU	Member
Sri Santanu Dam, Dy. Director, Regional Centre, Jalpaiguri, NSOU	Member
Director, CDOE, NBU	Member
Director, CIQA	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 last meeting of the Internal Quality Assurance (CIQA) Committee of the CDOE, NBU held on 07.02.2023.
Resolution	Approved
Agenda Item 2.	Introduction of credit based Certificate / Diploma Programmes As NBU is recognised for offering programmes at Under Graduate Degree and Post Graduate Degree in Open and Distance Learning mode it may offer Certificate or Diploma programmes in Open and Distance Learning mode in the domains other than prohibited programmes as per clause (z) of regulation 2 subject to the condition that before the actual start of these

	<p>programmes, all such kind of programmes are duly approved by the statutory authorities of NBU and the regulatory authority/council, as applicable, and the delivery mechanism conforms to the quality standards of the Open and Distance Learning education and/or Online education. The following Credit Based Certificate and Diploma Programmes at UG Level and PG Certificate Programmes may be introduced as per UGC regulation. However PG Diploma programme needs approval of DEB, UGC.</p> <p>A few Identified areas are mentioned below in consultation with faculties and officials, but not limited to (Certificate Course: Minimum Duration- 6months, Minimum Credit -16 and Diploma Course: Minimum Duration – 1 year, Minimum Credit - 32)</p> <ul style="list-style-type: none"> • Certificate in ‘Ethics at Workplace’ for Teachers/Police Personnel/staff of various organization. • Certificate in ‘Tourist Guide’ • Certificate in Library Science • Certificate/Diploma in Entrepreneurship • Certificate/Diploma in Digital Marketing • Certificate in GST / Taxation • Certificate in Yoga • Certificate in Artificial Intelligence • Certificate in Nepali / English /French /Local Languages <p>and so on</p> <p><i>Action Areas in connection with Credit Based Certificate and Diploma Programmes:</i></p> <ul style="list-style-type: none"> ▪ Developing Programme Project Report stating the objective of programme, target group, instructional design, course contents, syllabus and course structure, cost estimation, programme fees, evaluation system etc. as per annexure V of UGC Regulation pertaining to ODL programme. ▪ Developing Self Learning Study Materials ▪ Approval of the Academic Bodies and Competent Authority ▪ Appointment of Programme Coordinator (from the existing faculty members of CDOE) ▪ Cost Benefit Analysis
<p>Resolution</p>	<p>The committee considered that the CDOE may launch any kind of Certificate/Diploma level programmes and collaborative programmes, besides above mentioned proposed programmes, based on merit and following UGC (Open and Distance Programmes and Online Programmes) Regulations 2020. The certificate and Mark Sheet for this kind of programmes will be issued by the Controller of Examination, NBU.</p>

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22/08/2023

	Action: Director, CDOE and Controller of Examination
Agenda Item 3.	<p>Introduction of non credit based awareness level short duration certificate Programmes Developing Non Credit Based Short Duration Programmes (1-2 days, 6-12 hours) at Awareness Level. A few Identified areas are mentioned below in consultation with faculties and officials, but not limited to</p> <ul style="list-style-type: none"> • Ethics and Work Culture; • Scope of Tourism activities in North Bengal; • Preparing Project Proposal for Business; • GST; • RTI; • Social Media / Digital Marketing; and so on <p><i>Action Areas in connection with Non Credit Based Short Duration Programmes:</i></p> <ul style="list-style-type: none"> ▪ Developing Programme Project Report stating the objective of programme, target group, instructional design, course contents, syllabus and course structure, cost estimation, programme fees, certification process etc. ▪ A dedicated Smart Class Room (AC) ▪ Engagement of supporting staff on programme basis on daily wages basis from CDOE. ▪ Developing Course Materials/PPT/Audio & Video as per requirements ▪ Approval of the Competent Authority ▪ Appointment of Programme Coordinator (out of existing faculty members of CDOE) ▪ Cost Benefit Analysis
Resolution	<p>The committee considered that the CDOE may launch any kind of non credit based awareness level short duration certificate Programmes and collaborative programmes, besides above mentioned proposed programmes, based on merit of the programme and following the applicable norms. The certificate for this kind of programmes will be issued by the Director, CDOE, NBU. Moreover the cost of conducting such programme may be recovered from the participants.</p> <p style="text-align: right;">Action: Director, CDOE</p>

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Agenda Item 4.


Revision of Personal Contact Programme organized by CDOE

Personal Contact Programme (PCP) is one of the most important components of distance education. It is observed that PCP for distance education learners of NBU is conducted for 2 weeks continuously per semester in the evening between 5pm – 8pm. As the learners' profiles of distance education are different CDOE cannot conduct PCP in working days. However, conducting PCP in the evening between 5pm – 8pm at university campus for a particular period faces manifold problems/issues like i. difficulties for female students in attending evening sessions; ii. lack of public transport system in the university campus during 5pm – 8pm; iii. arrangement of adequate security specially for female students; iv. learners from other districts/remote areas/long distance areas cannot avail the facilities of PCP if conducted in the evening between 5pm – 8pm at university campus without staying nearby of the university; v. If any faculty members/teachers remains absence on leave or for any emergency reasons, the scheduled PCP get hampered; vi. Similarly if any learners remain absence during the scheduled 2 weeks period of PCP for any personal reasons, he/she will be deprived of PCP in particular and the system in general for the entire semester; vii. the cost of conducting PCP in the evening between 5pm – 8pm at university campus also cannot be ignored. In view of above it is proposed to conduct PCP on Saturdays/Sundays. The engaged faculty and staff members will get proportionate leave on subsequent working day(s) instead of Saturdays and Sundays. It will serve the purpose of learners and CDOE. The cost conducting PCP will also be reduced.

Resolution

Approved as proposed. However, the online counseling sessions may also be conducted for the learners who are unable to attend the counseling session on demand basis, if required. The faculty members and staff of CDOE will be utilized for the said purpose on Saturdays/Sundays without any additional honorarium/overtime or any kind of additional financial assistance. However they will be entitled for compensatory leave instead of Saturdays/Sundays, as the case may be, in the next working day(s) which cannot be carried forward.

Action: Director, CDOE and Registrar, NBU



23/08/2022

Agenda Item 5.	<p>Orientation Programme for Teachers/Academic Counselors/ other staff</p> <p>Upgradation of skills and knowledge of human resources is crucial for providing quality services. This 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 FDP /orientation programme for both teaching and non teaching staff of distance education.</p>
Resolution	<p>Approved as proposed. It was suggested that CDOE may explore to provide online training/courses to the Teachers/Academic Counselors /Academics from other organization also on payment basis.</p> <p style="text-align: right;">Action: Director, CDOE</p>
MISCELLANEOUS AGENDA AND RESOLUTION	
Agenda Item 6A.	<p><i>A. Programme Development by Teachers of CDOE:</i></p> <p>It is reported that no new academic programmes have been launched by CDOE during last 20 years. Only 8-9 academic programmes were developed at the initial stage of establishing DDA and are delivered years after years which seems very few in comparison to the strength of the NBU or other universities. Therefore it is proposed to make it mandatory to develop atleast one Credit Based Certificate/Diploma Programmes and one Non Credit Based Short Duration Programmes at Awareness Level per year per department/faculty members of CDOE subject to approval of competent authority of the university. As per UGC (Open and Distance Programmes and Online Programmes) Regulations 2020, CDOE, NBU can develop and deliver programme only at Certificate and Diploma level.</p>
Resolution	<p>Noted and Approved</p> <p style="text-align: right;">Action: Registrar</p>
Agenda Item 6B.	<p><i>B. Establishment of Regional Centre at Jalpaiguri Campus</i></p> <p>CDOE needs to establish/revamp Learners' Support Centres to provide support services to the learners. However the modalities of operations and financial implications need to be analyzed carefully before. The LSC at</p>

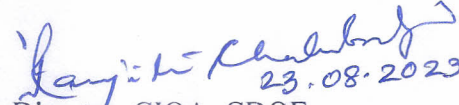
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	Jalpaiguri Campus may also act as Regional Centre of CDOE to coordinate the activities of CDOE in the districts of Jalpaiguri, Alipurduar and Coochbehar immediately with the help of existing infrastructure and staff, if authorities so desire.
Resolution	Approved as proposed. Action: Registrar
Agenda Item 6C.	<i>Establishment of Information Support Centres and Learners' Support Centres</i> The University may think to establish Information Support Centre for DDE/CDOE at all affiliated colleges without any financial burden. Learners will be provided all necessary information prior to admission of their course so that they can make appropriate decisions about their studies and also have access to all resources and support services. This includes information about various programmes, admission criteria, eligibility, fees structure, study material, evaluation system and other support services provided by the institution before or during course of study. Out of all these proposed centres, a few colleges may be identified as prospective LSC based on proper assessment and cost-benefit analysis.
Resolution	Approved as proposed Action: Director, CDOE
Agenda Item 6D.	<i>Provision for Re-evaluation of Answer Scripts of semester end examination of CDOE students as suggested by the Controller of Examinations, NBU</i>
Resolution	Approved Action: Controller of Examinations, NBU

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


23/08/23
Hon'ble Vice-Chancellor
University of North Bengal
&
Chairman
CIQA, CDOE
Vice-Chancellor
University of North Bengal


23/08/2023
Director, CDOE
DIRECTOR
Centre for Distance and Online Education
(Formerly Directorate of Distance Education)
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23.08.2023
Director, CIQA, CDOE
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CDOE NBU