

Proceedings of the 1st Meeting of CIQA Committee

The 1st meeting of CIQA Committee of Krishna Kanta Handiqui State Open University was held on 28th December, 2017 at the Conference Hall, Housefed Complex, Dispur at 11.00 AM.

Members present:

1. Prof.(Dr.) Nripendra Narayan Sarma, Director, CIQA : Chairperson
2. Dr. Arupjyoti Choudhury, Registrar (i/c) : Member
3. Dr. Dibyajyoti Mahanta, Dean (study Centre) : Member
4. Dr. Bhabaranjan Sarma, Controller Of Examinations : Member
5. Dr. Sangeeta Kakoty, Deputy Director, Multimedia : Member
6. Dr. Gautam Kumar Sarma, Assistant Librarian : Member
7. Binod Deka, System Analyst : Member
8. Dr. Bhaskar Sarma, Convenor, NAAC Accreditation Committee : Member
9. Dr. Prasenjit Das, Convenor, Committee for Innovation & International affairs : Member
10. Dr. Samar Bhattacharjya, Assistant Registrar (SLM) : Member
11. Dopati Choudhury : Convener

Special Invitee: Dr. Hitesh Deka, Hon'ble VC, KKHSOU

1. Majority of the members being present, the Convenor of CIQA Committee welcomed all the members and requested Chairperson, CIQA Committee to conduct the meeting. The leave of absence was granted to the members who could not attend the meeting.
2. The Chairperson of CIQA Committee thanked the authorities of KKHSOU for forming the CIQA Committee having representation from all the departments/sections of the University and expressed hope that the committee with its regular meetings and a planned approach would be able to solve the organization wide quality issues.
3. **Suggestions by Hon'ble Vice Chancellor:**

The Hon'ble VC suggested the CIQA Committee to preferably meet at the end of each month to discuss various issues related to quality. In this regard he has suggested following-

- 3.1 The keynote address of Prof. Asha Kanwar, President & CEO, COL, Vancouver, Canada, in the recently held International Conference should be thoroughly discussed in a brain storming session having participation from KKHSOU faculty, members of Board of Management and Academic Council of KKHSOU and other

stakeholders. Based on the outcome of the brain storming session, the CIQA office would prepare a detail road map for the university within three months.

3.2 The year 2018 will focus on the reform of the examination processes. In this regard the CIQA office in consultation with the Registrar (i/c) and Controller of Examinations will prepare a detail plan for 100% coverage of examination centres by allocating 2 Examination centre for each faculty/officer of the university.

4. Quality Assurance Initiative:

The Controller of Examination briefed the meeting about the following initiatives-

4.1 The Standard Operating Procedure (SOP) having details of all the methods and the processes and requirements for conducting examinations would be released on 1st January, 2018.

4.2 The Tabulation Register (TR) and the soft copies of the same also have been updated and kept under the custody of Controller of Examination.

4.3 The university is joining National Academic Depository in 2018.

4.4 The Software Controlling System is also being maintained.

4.5 As of now there is no pending work in the office of Controller of Examination.

4.6 With the inclusion of more of FAQ and launch of SOP(Standard Operating System), it is expected that no. of RTI petitions would be low and the processes will be simplified in the handling of RTI queries.

4.7 High quality synthetic mark-sheet would be introduced.

4.8 Online marks entry process has also been initiated which will help in solving the problem in delay of submission of marks of Assignments.

4.9 Examination specific related WhatsApp group has been formed and administered to facilitate ease of coordination and removal of confusion.

The meeting appreciated the quality measures undertaken by the Examination department.

5. Feed back:

5.1 The meeting discussed various issues related with administering feedback mechanism. In this regard the meeting urged the CIQA office to consider the following-

- a) Administering a tearable feedback form with a prepaid post envelop at the end of each SLM for the learners to send SLM related feedback.
- b) Administering Online Feedback System in the university website itself.
- c) Conducting programme effectiveness research with statistical tools.



d) Preparation of programme guide for each programme.

6. E-Library, Multimedia, System and NAAC related matters:

The meeting discussed various issues and noted the following-

6.1 After the ground work in improving quality of the internal processes, the university would be in a better position to invite NAAC for grading.

6.2 As the UGC guidelines insist on maximum use of ICT, Multimedia unit of the university in consultation with CIQA should focus on developing Audio Visual content to supplement to SLM.

6.3 The CIQA office should also serve as a Documentation Centre.

6.4 In order to benefit the differently able learners, the university should make use of website assistive technology.

6.5 The online submission processes of 2018 would be highly helpful to the university in terms of minimizing data entry errors, conducting examination processes, accounting etc.

7. Approval of Action Plan:

The meeting approves the Annual Action Plan and the Perspective Plan. The meeting also urged the CIQA office to incorporate the addition of the following-

7.1 Preparation of Road map based on the findings of International Conference and COLRIM (The Commonwealth of Learning Review and Improvement Model).

7.2 Research workshop for faculty in consultation with Library on SPSS, R software.

7.3 Feedback analysis.

8. There being no other matter. The meeting ended with thanks from the Chair.



(Dopati Choudhury)
Convenor



(Prof. N. N. Sarma)
Chairperson