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Proceedings of the 6th Meeting of CIQA Committee, 30/12/2019

The meeting of CIQA Committee of Krishna Kanta Handiqui State Open University was held on 30th Dec, 2019 at the CIQA Office, Housefed Complex, Dispur at 11.00 AM.

I. Members present:

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| 1) Prof.(Dr.) Nripendra Narayan Sarma, Director, CIQA | : Chairperson |
| 2) Dr. Pranab Saikia, Principal Co-ordinator D.El.Ed | : Member |
| 3) Dr. Ratul Kumar Patowary, Deputy Registrar (Administration) | : Member |
| 4) Dr. Sangeeta Kakoty, Deputy Director, Multimedia | : Member |
| 5) Dr. Prasenjit Das, Convenor, Committee for Innovation & International Affairs | : Member |
| 6) Dr. Samar Bhattacharyya, Assistant Registrar (SLM) | : Member |
| 7) Dr. Gautam Sarma, Assistant Librarian | : Member |
| 8) Shi Binod Deka, System Analyst | : Member |
| 9) Dopati Choudhury | : Convenor |

- I. 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.
- II. The discussions were started on the proceedings of the previous meeting of CIQA Committee. As there were no such objections on the resolutions, the proceedings were considered as accepted.
- III. Review of Activities and Suggestions:
- a) The meeting discussed the activities as spelt out in the Agenda Note and expressed satisfaction on the conduct of the activities. The Meeting highly appreciated the work regarding the preparation of Statistical Profile of KKHSOU.
 - b) In the above regard, the Meeting urged CIQA to take up the matter with the University administration for printing of the following:
 - i) 1000 copies each of Guidelines for SLM Writers and Content Editors
 - ii) Statistical Profile of Learners of KKHSOU (2012-2019)
 - c) Regarding the Programme Effectiveness Research the Meeting resolved that the concerned coordinators be asked to complete their respective desk research and

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reminder notices be sent to the learners to send their responses for the feedback survey.

- d) The members noted the written suggestion offered by the Controller of Examinations (CoE), KKHSOU regarding holding a workshop on Dissertation/Project Guides in Barak Valley and Lower Assam. The Meeting requested CIQA to conduct the specified programme for the target group in the sideline of Stakeholders' Meeting in Barak Valley and Lower Assam, along with a brief workshop on SLM Writing and Content Editing.

IV. The Chairperson, CIQA Committee sought suggestions from the Members regarding components to be included in the Annual Plan of CIQA for 2020-21. In this regard, the following was suggested to be included among others as per UGC Guidelines.


- a) Workshop on availing emerging research platforms and related area along with quality assessment framework for Open Educational Resources of KKHSOU. Dr.Gautam Sarma and Dr.Prasenjit Das were requested to submit a note to CIQA in this regard.
- b) Assessment and development of quality of Multimedia services of KKHSOU. Dr.Sangeeta Kakati and Sri Binod Deka were requested to submit a proposal to CIQA in this regard.
- c) Preparation of a detailed Academic Plan of KKHSOU. The CIQA Director was urged to recommend to the University authority for formation of a high level committee.
- d) Preparation of Programme Guides for Diploma and Certificate Programme of KKHSOU.
- e) Conducting Learners' Survey for Special Category learners, Drop Outs and Irregular Learners. The meeting suggested CIQA to request University authority to form a Committee to work out the modalities.

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



(Dopati Choudhury)

Convenor


02/01/2020

(N. N. Sarma)

Chairperson