

Proceedings of the 7th Meeting of CIQA Committee, 29-05-2020

The meeting of CIQA Committee of Krishna Kanta Handiqui State Open University was held on 29th May, 2020 at the Conference Hall, Patgaon, Rani at 3.00 PM.

I. Members present:

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| 1) Prof.(Dr.) Nripendra Narayan Sarma, Director, CIQA | : Chairperson |
| 2) Dr. Dibyajyoti Mahanta, Dean (Study Centre) | : Member |
| 3) Dr. Rahul S. Mazumdar, Dean (Academic) | : Member |
| 4) Dr. Bhabaranjan Sarma, Controller Of Examinations | : Member |
| 5) Dr. Pranab Saikia, Principal Co-ordinator D.El.Ed | : Member |
| 6) Dr. Ratul Kr Patowary, Deputy Registrar (Administration) | : Member |
| 7) Dr. Sangeeta Kakoty, Deputy Director, Multimedia | : Member |
| 8) Shri Binod Deka, System Analyst | : Member |
| 9) Dr. Prasenjit Das, Convenor, Committee for Innovation & International Affairs and NAAC Accreditation Committee | : Member |
| 10) Dr. Samar Bhattacharyya, Assistant Registrar (SLM) | : Member |
| 11) Dr. Gautam Sarma, Assistant Librarian | : Member |
| 12) Dopati Choudhury | : Convenor |

and

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| 1) Prof. Kandarpa Das, Hon'ble VC, KKHSOU | :Special Invitee |
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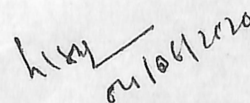
- II. All the members being present, the Convenor of CIQA Committee welcomed all the members and requested Chairperson, CIQA Committee to conduct the meeting.
- III. The discussions were started on the proceedings of the previous meeting of CIQA Committee held on 30th December, 2019 at CIQA Office, Housefed Complex, Dispur. As there were no such objections on the resolutions, the proceedings were considered as accepted.
- IV. Review of activities of CIQA Action Plan 2019-2020:
Prof. N.N.Sarma, Director, CIQA briefed the Members about the purpose of the meeting and reviewed the activities conducted by CIQA in the Year 2019-20. The meeting noted that most of the activities as planned in the Annual Action Plan 2019-20 were carried out. Difficulties in carrying out certain activities were also discussed.
- V. The meeting expressed concern regarding the quality of Assamese translation and felt an urgent need to conduct quality audit of the same. However, this would require identification of special parameters of quality and content audit by auditors familiar with both the languages viz. Assamese and English. The Meeting urged CIQA to carry out the Audit of Assamese Translation in the year 2020-21. Hon'ble VC, KKHSOU suggested CIQA to take the initiative in preparation of Standard Lexicon of all the subjects in Assamese. CIQA would devise suitable modalities for conducting SLM Audit on Assamese translation in consultation with faculty and outside experts. Based on the advices, measures will be adopted in collaboration with the office of the Academic Dean and Publication section.

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- VI. The Meeting discussed about the support services of the university and urged CIQA to prepare modalities for the audit of all the services provided by University to the Learners as part of Academic Audit.
- VII. In addition to the recognized study centres, the University should explore opening of maintained study centres in strategic locations. CIQA should be involved in preparing the concept note and modalities with the Office of Dean (Study Centre).
- VIII. The meeting discussed about the CIQA Annual Report, 2019-20 (a report of the activities undertaken by CIQA) to be submitted to Distance Education Bureau, UGC, New Delhi and urged CIQA to prepare and submit the same accordingly.
- IX. The Meeting urged that university wide approach is required as regards the following.
- i) Documentation
 - ii) Reaching out to the learners
 - iii) Establishing learner contact
 - iv) Strengthening Alumni Network
- CIQA should initiate necessary measures along with coordination in various activities related with NAAC, UGC and AISHE so that university wide approach is maintained.
- X. The meeting notes about the types of feedback surveys conducted by CIQA. In this regard, the Hon'ble VC suggested to include surveys on eliciting Parents' Feedback and Employers' Feedback.
- XI. The Meeting approved the month-wise Action Plan for CIQA 2020-21 unless warranted change for additional activities to be undertaken for NAAC Assessment & Accreditation. A copy of the Action Plan is attached.
- XII. For execution of the components of the Action Plan, the CIQA would be extended full support by the university. For availing the services of the faculty members and officers for various activities, CIQA would request Dean (Academic) and Registrar as may be applicable.
- XIII. There being no other matter. The meeting ended with thanks from the Chair.



(Dopati Choudhury)
Convenor



(Prof. N. N. Sarma)
Chairperson