

### Proceedings of the Meeting of CIQA Committee, 6/01/2021

The meeting of CIQA Committee of Krishna Kanta Handiqui State Open University was held on 6<sup>th</sup> January, 2021 at the Conference Hall, KKHSOU, Khanapara at 11.00 AM.

#### I. Members present:

i)	Vice Chancellor:	Chairperson
ii)	Dr: Bipul Das, Associate Professor (Political Science)	Member
iii)	Dr. Prasenjit Das, Associate Professor, English	Member
iv)	Dr. Pranab Saikia, Associate professor, Education	Member
v)	Dr. Pranjit Bora, Professor & Director, School of Humanities	Member
vi)	Dr. Jyotirekha Handique, Professor & Director, School of Sciences and Technologies	Member
vii)	Professor Santosh Panda, IGNOU	Member
viii)	Professor, Anirban Ghosh, NSOU	Member
ix)	Dr. Arupjyoti Choudhury, Registrar, KKHSOU	Member
x)	Dr. Dibyajyoti Mahanta, Dean (Study Centre) & i.c Dean (Academic)	Member
xi)	Dr. Ratul Kumar Patowary, Deputy Registrar (Administration)	Special Invitee
xii)	Dr. Sangeeta Kakoty, Deputy Director (Multimedia)	Special Invitee
xiii)	Dr. Gautam Sarma, Assistant Librarian	Special Invitee
xiv)	Sri Binod Deka, System Analyst	Special Invitee
xv)	Dopati Choudhury, Administrative Officer, CIQA	Special Invitee
xvi)	Professor N.N.Sarma, Director, CIQA	Member Secretary

- 1) Majority of the members being present, Chairperson of CIQA Committee extended a warm welcome to all the members present.
- 2) The Meeting resolved to approve the Proceedings of the Meeting of the CIQA Committee which was held on 29/05/2019.

3) The Director, CIQA briefed the Members about the purpose of the Meeting. The functions of the CIQA Committee as per the UGC Regulations (No. F1-1/2020/DEB-1, Clause No. III of Annexure I) were also mentioned.

4) **Review of activities:** A review of activities of CIQA from June, 2020 to December, 2020 was made. In view of the forthcoming Academic and Administrative audit of Krishna Kanta Handiqui State Open University, the Meeting resolved that the following activities be expedited and completed before 31<sup>st</sup> January, 2021.

**a) SLM Audit including audit of Assamese translation**

It was decided that the following three members would conduct the SLM Audit including audit of Assamese translation by working out suitable modalities in a time bound manner. To that extent, CIQA would share the SLM Audit reports of 2018 and 2019. Based on that the following Committee would take up sample SLM units in English and Assamese and submit their report before 31<sup>st</sup> January 2021.

- i) Professor Jyotirekha G. Handique
- ii) Professor Pranjit Bora
- iii) Dr. Prasenjit Das

**b) Learner Support Services**

The Committee as notified by the University would submit the report based on a checklist. Component wise audit manual will be developed at subsequent stages for the following:

- i) Network of Regional Centre and LSC
- ii) Distribution of SLM
- iii) Conduct of Counselling Sessions
- iv) Turnaround time in Operational Procedures
- v) Extent of downloading e resources
- vi) Assignment Evaluation
- vii) LSC Monitoring from Head Quarter and Regional Centre

## **5) Preparedness of Krishna Kanta Handiqui State Open University for SSR Submission**

The meeting discussed various aspects regarding submission of SSR with all the details. The main points that emerged were as follows

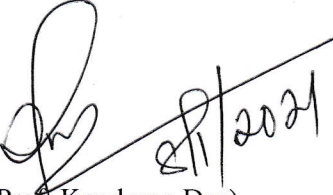
- i) Professor Santosh Panda shared experiences of IGNOU in submitting the SSR to NAAC and spelt out the requirement with regard to the following
  - a) Uptodateness in every aspect
  - b) Networking and collaborating relations with related organisation
  - c) Research funding and publications
  - d) Consultancy activities
  - e) Technology Enabled Learning
  - f) Reaching out to rural and tribal area
  - g) Augmentation of infrastructure
  - h) Recognition at National and International level
  - i) Academic, Administrative and Financial Audit
- ii) Professor Anirban Ghosh also endorsed the similar experiences.
- iii) The Chairperson, CIQA Committee explained the initiatives made by Krishna Kanta Handiqui State Open University with regard to the areas as outlined above highlighting the recent initiative of mentoring system, shifting to city campus, delivery of content, grievance redressal etc.
- iv) Financial audit in terms of amount spent for learner support needs to be prioritized.
- v) The Members highly appreciated the introduction of Mentoring System in Krishna Kanta Handiqui State Open University which may be regarded as a unique practice in the ODL scenario.

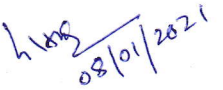
The Meeting resolved to concretize the system further by providing detailed guidelines to the Mentors in terms of maintaining profile of learners, personal counseling and problem solving aspects. Dr. Pranab Saikia and Dr. Bipul Das were requested to prepare a background note and detailed guidelines regarding the Mentoring System of Krishna Kanta Handiqui Open University.

After the preparation of guidelines, CIQA would conduct Monitoring System Review Workshop(s).

- vi) The Meeting resolved for creation of detailed webpage and e-content for the following:
  - a) Mentoring System of Krishna Kanta Handiqui State Open University
  - b) Social Activities of Krishna Kanta Handiqui State Open University
- vii) The Director, CIQA would prepare a schedule for Criterion wise presentation on the KIs and Metrics. Before that the Hon'ble Vice Chancellor would address the Faculty and Officers of the University soliciting everyone's fullest cooperation to meet all the requirements of NAAC A & A processes.

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

  
(Prof. Kandarpa Das)  
Chairperson

  
(Prof. N.N. Sarma)  
Member Secretary