

Proceedings of the 4th Meeting of CIQA Committee, 19/12/2018

The meeting of CIQA Committee of Krishna Kanta Handiqui State Open University was held on 19th December, 2018 at the Conference Hall, 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. Dibyajyoti Mahanta, Dean (Study Centre) | : Member |
| 3) Dr. Bhabaranjan Sarma, Controller Of Examinations | : Member |
| 4) Dr. Pranab Saikia, Principal Co-ordinator D.El.Ed | : Member |
| 5) Dr. Sangeeta Kakoty, Deputy Director, Multimedia | : Member |
| 6) Shri Binod Deka, System Analyst | : Member |
| 7) Dr. Bhaskar Sarma, Convenor, NAAC Accreditation Committee | : Member |
| 8) Dr. Prasenjit Das, Convenor, Committee for Innovation & International Affairs | : Member |
| 9) Dr. Samar Bhattacharyya, Assistant Registrar (SLM) | : Member |
| 10) Dopati Choudhury | : Convenor |

and

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| 1) Dr. Hitesh Deka, Hon'ble VC, KKHSOU | : Permanent Invitee |
| 2) Dr. Arupjyoti Choudhury, Registrar, KKHSOU | : Permanent Invitee |

- 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 CIQA Action Plan 2019-2020
 - a) The Meeting appreciated the vibrant role played by CIQA in the year 2018.
 - b) As regards feedback surveys administered by the Office of CIQA, the Members suggested that the report should be presented incorporating all the details.
 - c) The Meeting suggested CIQA to avail physical resources and services of other faculty members and officers of the University as and when required as the office set up of CIQA is very small in view of the activities the office has undertaken.
 - d) If required, the Meeting suggested availing resources from outside also.
 - e) Regarding the adoption of villages and schools, the Meeting urged that the concerned Committee should take the activities forward in the villages and schools with the support and cooperation of the university members. The CIQA was urged to provide for support and guidance as and when required. It was urged that the target

beneficiaries in the village/schools should be extended the benefits of academic programmes leading towards certification.

- f) While reviewing the activities of CIQA, the Meeting discussed about the functioning of the other wings of the university and urged that university wide approach is required as regards the following,
- i) Documentation
 - ii) Reaching out to the learners
 - iii) Preparation of error free SLM
 - iv) Establishing learner contact

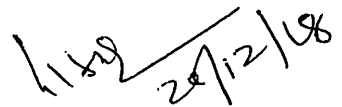
IV) Discussion on Budget Proposal and CIQA Action Plan 2019-20

- a) The Meeting discussed about the activities proposed by CIQA to be undertaken during January 2019 to March 2020.
- b) As regards examination monitoring, the Meeting suggested that the Examination Monitoring to be conducted in a phased manner in January 2019 and July 2019 rather than February 2019 and August 2019.
- c) CIQA would assign Faculty members and Officers to the Examination Centres for monitoring at a personal level. To that extent, the Controller of Examinations was requested to send a list of examination centres to the Office of CIQA.
- d) The Meeting approved the month-wise Action Plan for CIQA unless warranted change for additional activities to be undertaken for NAAC Assessment & Accreditation.
- e) For execution of the components of the Action Plan, the CIQA Office would be extended full support by the university. For deputing the faculty members and officers for various activities, the CIQA Office would request Dean (Academic) and Registrar as may be applicable.

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



(Dopati Choudhury)
Convenor



(Prof. N. N. Sarma)
Chairperson