

Proceedings of the 5th Meeting of CIQA Committee, 29/04/2019

The meeting of CIQA Committee of Krishna Kanta Handiqui State Open University was held on 29th April, 2019 at the CIQA Office, Housefed Complex, Dispur at 11.00 AM.

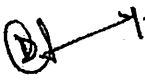
I. Members present:

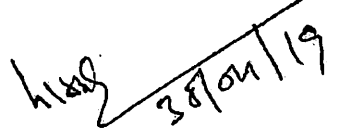
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| 1) Prof.(Dr.) Nripendra Narayan Sarma, Director, CIQA | : Chairperson |
| 2) Dr. Dibyajyoti Mahanta, Dean (Study Centre) | : Member |
| 3) Dr. Bhabaranjan Sarma, Controller Of Examinations | : Member |
| 4) Dr. Pranab Saikia, Principal Co-ordinator D.El.Ed | : Member |
| 5) Dr. Ratul Kumar Patowary, Deputy Registrar (Administration) | : Member |
| 6) Dr. Sangeeta Kakoty, Deputy Director, Multimedia | : Member |
| 7) Dr. Prasenjit Das, Convenor, Committee for Innovation & International Affairs | : Member |
| 8) Dr. Samar Bhattacharyya, Assistant Registrar (SLM) | : Member |
| 9) Dr. Gautam Sarma, Assistant Librarian | : Member |
| 10) 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. The meeting discussed in detail about the CIQA Annual Report, 2018-19 (a report of the activities undertaken by CIQA) to be submitted to Distance Education Bureau, UGC, New Delhi. In this regard Dr. Bhabaranjan Sarma, Controller of Examination urged the CIQA office to add a gist and highlight the salient findings in the CIQA Annual Report, 2018-19.
- IV. The meeting discussed various issues related with CIQA Annual Report, 2018-19 and adopted the Annual Report. In view of this, the Meeting urged CIQA to send a soft copy of the report also to the concerned authority of UGC.
- V. As regards feedback surveys administered by the CIQA office, the members suggested that the programme feedback questionnaire for the learners to be sent to Dean (Study Centre) to examine regarding reliability and validity of the instrument.

29/04/19

- VI. 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 to take up the matter in the SLM Audit Committee Meeting. As the CIQA office has not received any confirmation regarding the budget put up for the purpose of external audit, the Meeting stressed that the internal audit of SLMs be carried out in 2019 for the left over courses with the methodology adopted last year so that the benchmark could be compared.
- VII. If authority grants the budgetary provisions, the Meeting suggested availing resources from outside, preferably IGNOU, for the SLM Audit (External).
- VIII. CIQA committee meeting appreciated the process of preparation of Programme Guides for each academic programme of KKHSOU in a standardized format as the measure would add value in the learners' support services. The Deputy Registrar (Admin) raised the issue of cost of printing and suggested that while approaching the University authority for printing, the cost estimate should also be submitted. The Meeting also discussed the other option of uploading the Programme Guide in the website only. However, everyone urged that the programme guide be prepared with full care.
- IX. The Induction Programme, as planned by the authority should be conducted keeping view the Quality Mandate of UGC. While planning for conducting the Induction Programme, CIQA and the office of the Dean (Study Centre) should work in close coordination for the following to take place on the date of induction,
- First, the induction programme with the learners
 - Second, an interaction of KKHSOU faculty/officers with the Counselors of the study centre where induction programme would be conducted
 - Third, counseling by KKHSOU faculty to the learners on respective subject by the faculty deputed for the induction programme.
- X. The Controller of Examinations was requested to raise the quality issues regarding the Project/Dissertation Guidelines in the concerned meeting of the Committee formed to reformulate the guidelines regarding projects/dissertation.
- XI. There being no other matter. The meeting ended with thanks from the Chair.


(Dopati Choudhury)
Convener


(N. N. Sarma)
Chairperson