

**Minutes of the meeting of the Centre for Internal Quality Assurance (CIQA) held at 10.30 AM on 17-01-2020, at the Directors' Cabin of SDE, to discuss the matters related to printing and distribution of Self Learning Material and identification of new Learner Support Centres.**

**Members Present**

<u>Sl.No</u>	<u>Name</u>	<u>Signature</u>
1.	Director, School of Distance Education	Sd/-
2.	Sri.Ugin Morely, Convenor, Standing Committee of the Syndicate on SDE.	Sd/-
3.	Dr.Rijulal, Convenor, Standing Committee of the Syndicate on Examinations	Sd/-
4.	The Controller of Examinations	not present
5.	Director, IQAC	Sd/-
6.	Head of the Department, DCMS	Sd/-
7.	Head of the Department, Department of Mathematics	Sd/-
8.	Head of the Department, Department of English	not present
9.	Head of the Department, Department of Journalism & Mass Communication	not present
10.	Head of the Department, Department of History	not present
11.	Joint Registrar, School of Distance Education.	Sd/-

**Agenda**

1. Printing of Self Learning Materials (SLM) of UG/PG programmes offered through SDE, and its timely distribution.
2. Application submitted to the UGC for recognition of 14 UG and 12 PG programmes for the 2020-21 academic year – reporting of .
3. Establishment of more study centres, considering the huge intake of students.
4. Other items, if any.

**Minutes**

The meeting started at 10.30 AM.

The recommendations are the following:

- i) It is recommended to upload the details pertaining to CIQA including the Minutes of the meeting already held in the SDE website - CIQA.
- ii) It is recommended to appoint a Co-ordinator for Centre for Internal Quality Assurance for its smooth functioning from among the members.
- iii) It is recommended to distribute the I UG Self Learning Materials printed as per the revised syllabus before 26.01.2020 in compliance with the recommendation of the meeting held on 07.01.2020 at Registrar's Chamber and approved by the Vice-Chancellor.
- iv) The matter of having submitted application to the UGC for recognition of 14 UG and 12 PG programmes for the 2020-21 academic year is reported before the committee.
- v) The committee recommended to fasten the inspection of identification of more study centres, considering the huge intake of students.
- vi) Recommended to resubmit the proposal for modernization at Head quarters including construction of class rooms, faculty rooms, student amenities, rest room for staff (gents and ladies separately) and stack room for Self Learning Materials.
- vii) Since there are complaints from the Co-ordinators of study centres with regard to the non-payment of remuneration for contact classes, the committee recommended to request the Registrar/Finance Officer to fasten the pending payment of remuneration with regard to contact classes.
- viii) The committee recommended to call for an urgent meeting of the Governing Body of SDE, to address various issues pertaining to SDE and to submit request to the Vice-Chancellor for its reconstitution.

The meeting ended at 12.30 noon.

  
**DIRECTOR  
SDE**