

Minutes of the meeting of the Centre for Internal Quality Assurance (CIOA) held at 3.00 PM on 17.10.2019 at the Director's Cabin at SDE to discuss various matters to improve the quality of the programmes offered through SDE, University of Calicut.

**Members present**

Sl. No	Name	Signature
1.	Director, SDE	Sd/-
2.	Ugin Morely, Convenor, Standing Committee of the Syndicate on SDE	Sd/-
3.	Dr.Rijulal, Convenor, Standing Committee of the Syndicate on Examinations	Not present
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	Not present
8.	Head of the Department, Department of English	Sd/-
9.	Head of the Department, Department of Journalism & Mass Communication	Sd/-
10.	Head of the Department, Department of History	Sd/-
11.	Joint Registrar, SDE	Sd/-

**Agenda**

- i) Uploading the details of SDE admission 2019-20
- ii) Printing of Self Learning Materials
- iii) Identification of new study centres
- iv) Digitalization/modernization
- v) Modification of the website
- vi) New diploma courses
- vii) Distance Learner
- viii) Seminar/Workshop
- ix) Any other matter

**Minutes**

The meeting started at 3.00 PM.

The committee discussed various matters to maintain quality of Programmes offered in Open and Distance Learning mode Through SDE and the following recommendations were made:

- 1) The Committee discussed, the direction of the UGC to upload the Admission details of July-2019 Academic session and directed to upload the same on time.

- 2) The University of Calicut have changed the scheme and syllabus of UG and PG programmes. Therefore, the committee decided to scrutinize the content of the newly prepared Self Learning Materials of the programmes, offered through School of Distance Education by experts to ensure the quality of the Self Learning Materials.

Also decided to fasten the printing of Self Learning Materials for the timely distribution of the SDE students.

- 3) The committee recommended to identify new study centres, considering the huge intake of students in I UG and PG admission of the July 2019 academic session.
- 4) Recommended to implement online facility for various services offered through the SDE.
- 5) Recommended to resubmit proposal for the modification of SDE website.
- 6) The committee recommended to explore possibility of starting short term courses (diploma/certificate) in collaboration with teaching departments in the campus.
- 7) Recommended to publish next issue of the Distance Learner, quarterly journal of the School of Distance Education.
- 8) Recommended to organize workshop/seminars at SDE.
- 9) Recommended to continue the conduct UGC NET Training Programme for SDE students.

The meeting ended at 5.00 PM.



  
**DIRECTOR**  
**SDE**  
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School of Distance Education  
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