



**THE UNIVERSITY OF BURDWAN**  
Centre for Distance and Online Education

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Minutes of the 1<sup>st</sup> meeting (2022-23) of the Centre for Internal Quality Assurance (CIQA) held on 19.01.2023 at 10.30 am in the office chamber of the Director, CDOE, The University of Burdwan.

**Members present:**

1. Prof. Sunil Karforma, Dean, Faculty of Science, the University of Burdwan.  
(Chairman, CIQA)
2. Prof. Pradip Chattopadhyay, Dean, Faculty of Arts, The University of Burdwan.
3. Dr. Khagendra Nath Chattopadhyay, Member, CIQA
4. Prof. Arijit Ghosal, Member, CIQA
5. Dr. Partha Sarkar, Member, CIQA
6. Prof. Swapan Bhattacharyya, Director, CDOE, & Convenor, CIQA

The following items of agenda were placed before the CIQA for discussion and resolution.

**Item No. 1**

To complete the course approval process on the UGC-DEB portal.

**Resolution:**

The CIQA considered the issue and resolved that necessary action be taken for timely application submission as per UGC-DEB guideline/public notice.

**Item No. 2**

To consider the initiation of programme approval process [Preparation of Programme Project Report (PPR), SLM, Syllabus etc.]. As per UGC (ODL and OL Programmes) Regulations 2020.

**Resolution:**

The CIQA advice to prepare the Programme Project Report (PPR) and Self Learning Materials (SLM) as per the regulation of Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 in connection with the submission of fresh application for offering ODL programmes w.e.f. 2023-24

The same syllabus will be carried out for the next season.

**Item No.3**

To consider the matter of requirements of writing of study materials afresh or revision of study materials or any addition /alteration according to the latest guidelines of UGC.

**Resolution:**

The CIQA consider the matter of requirements of writing of study materials afresh or revision of study materials or any addition /alteration according to the latest guidelines of UGC. for the upcoming academic session.

The meeting ended with a vote of thanks from and to the chair.

  
Director

  
Chairman , CIQA