

**CENTRE FOR DISTANCE AND ONLINE EDUCATION
THE UNIVERSITY OF BURDWAN**

Minutes of the 2nd meeting (2024-25) of the Centre for Internal Quality Assurance (CIQA) held on 17th December 2024 at 4:00 p.m. in the DDE building, 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

Item No. 1

Confirmation of Minutes of 1st CIQA Meeting (2023-24) held on 19/09/2024

Resolution:

The Minutes of 1st CIQA Meeting (2024-25) held on 19/09/2024 were circulated to the members. As no comments received, it was resolved to approve the minutes of 1st CIQA Meeting (2024-25).

Item No. 2

Follow-up/Action Taken Report (ATR) on the Minutes of 1st CIQA Meeting (2024-25) .

Resolution:

The action taken report was presented and it was approved.

Item No. 3

To report the creation of ABC ID for PG degree programme.

Resolution:

The University monitored progress, ensured 100% registration, and uploaded student credit data to the ABC platform. Final reports confirming successful ABC ID creation were submitted to relevant authorities like UGC/NAD. A system for ongoing tracking and credit updates was also established for future PG admissions.

Item No. 4

To report the admission of Postgraduate (PG) Degree Programme for session 2024-25.

Resolution:

University completed the admission process for the Postgraduate (PG) Degree Programme for the 2024-25 session and compiled student data, including personal, academic, and category-wise details. The data was verified and uploaded on the UGC portal as per prescribed formats.

Item No. 5

To report implementation of mandatory DEB-ID following the directives of UGC, DEB, University has also taken following measures to create awareness among all stakeholder prior to implementation of mandatory DEB ID collection and verification process successfully.

Resolution:

In line with UGC-DEB directives, the University implemented the mandatory DEB-ID for all distance education learners. Prior to implementation, awareness sessions and webinars were conducted for students, faculty, and administrative staff. Informative circulars and user manuals were shared across departments. A dedicated helpdesk to guide stakeholders through the DEB-ID creation and verification process. The University integrated DEB-ID registration into the admission workflow and monitored compliance regularly. Student data was verified and uploaded to the DEB portal on time. Continuous support and follow-up ensured successful implementation and reporting to the concerned authorities.

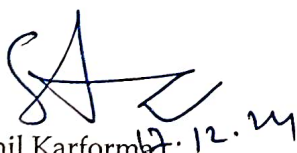
Item No. 6

Any other item/s with permission of the chair.

Resolution:

No other item was discussed in this agenda.

The meeting ended with vote of thanks to members present.


Prof. Sunil Karforman
Chairman of CIQA
Dean of Science


Dr. Swapan Bhattacharyya
Director
CDOE, B.U