

MINUTES OF THE CENTRE FOR INTERNAL QUALITY ASSUARANCE COMMITTEE MEETING

Centre for Distance and Online Education (CDOE)

Assam down town University

Date: 10th January 2026

Time: 11 AM

Venue: Council Room , VC Office

Members Present:

SI	Name	Designation	Role in the CIQA Committee
1	Prof. N. C. Talukdar	Vice Chancellor	Chairperson
2	Prof. Pranveer Singh	Pro Vice Chancellor	Senior Teacher
3	Prof. M.K. Modi	Executive Dean	Senior Teacher
4	Dr. Mala Dutta	Director-CDOE	Senior Teacher
5	Prof. Seema Sharma	Dean-FCM	HoD, Faculty of Commerce and Management
6	Dr. Aniruddha Deka	Dean-FoCT	HoD, Faculty of Computer Application
7	Prof. Joydeep Goswami	CoE	Special invited member from the Examination cell
8	Dr. Debashish Dev Mishra	Assoc Dean-FoCT	HoD
9	Dr. Ashim Barman	Registrar	Official from Admin
10	Dr. Saroj Verma	Director-Noida International	External Expert
11	Professor. Ananta Choudhury	Director-CIQA	Member Secretary
12	Dr. Anup Jyoti Basistha	Dy Director-IQAC	Member
13	Mr. Bedanta Goswami	System Analyst	Special invited member
14	Dr. Surajit Sarma	Assistant Director	Special invited member
15	Dr. Ruhit Jyoti Konwar	Dy Registrar-Academics	Official from Admin

Meeting Minutes:

The Chairman of CIQA, Prof N.C. Talukdar, Hon'ble VC, Assam down town University welcomed all the CIQA members to the first meeting of the Centre for Internal Quality Assurance. He mentioned that this meeting is an important step towards establishing a structured quality assurance mechanism for university online programmes, and he thanked all the internal and external members for their participation.

Dr. Mala Dutta, Director, CDOE has given a presentation on various activities of Centre for Distance and Online Education of Assam down town university. The following points are discussed-

SI	Agenda Points	Discussion & approval
1	Confirmation of Initiation of Online Programmes	Director, CDOE has informed that Assam down town University, after securing NAAC A+ accreditation, initiated the four online programmes after due approval from Academic Council: • BBA • BCA • MBA • MCA The resolutions were approved in the Academic Council Meetings dated 23 May and 13 June 2025 and ratified by the Board of Management on the same dates. The committee noted that the programmes were launched from Academic Session 2025-2026 in

		compliance with UGC (ODL and Online Programmes) Regulations.						
2	Academic Activities and Curriculum Approval	The following approvals were placed on record: - BBA and MBA Online Curriculum: Approved in the 49th Board of Studies Meeting (Faculty of Commerce and Management) dated 27 August 2025. 3BCA and MCA Online Curriculum: Approved in the 4th Board of Studies Meeting (Faculty of Computer Technology) dated 29 November 2025. The Academic Calendar for July–August 2025 and January–July 2026 sessions was reviewed and approved for implementation.						
3	Learning Management System (LMS) and Delivery Framework	The CIQA reviewed the LMS architecture structured as per UGC four-quadrant approach: Quadrant I – e-Tutorial - Recorded video lectures and synchronous live classes. Quadrant II – e-Content - Structured digital course materials uploaded in LMS. Quadrant III – Discussion Forum - Course-wise discussion boards for learner interaction and doubt resolution. Quadrant IV – Assessment - Self-assessment quizzes, internal tests, and assignments integrated into LMS. The committee noted the availability of: - Live class module - Announcement module - Internal assessment module - Student Help Centre.						
4	Faculty and Staff Capacity Building	The committee reviewed the Capacity Building Programme titled “Session Interaction for Microsoft Office 365” conducted on 15 November 2025. - Total Participants: 23 (Faculty and Administrative Staff) - Objective: Training on online teaching tools and digital pedagogy The committee appreciated the initiative and recommended periodic training programmes.						
5	Student Enrolment and Demographic Data	Programme-wise student enrolment was presented: Programme Number of Students <table><tr><td>MBA</td><td>26</td></tr><tr><td>BBA</td><td>06</td></tr><tr><td>BCA</td><td>01</td></tr></table>	MBA	26	BBA	06	BCA	01
MBA	26							
BBA	06							
BCA	01							

		MCA 01 Total 34 Gender-wise and location-wise distributions were reviewed and recorded for monitoring equity and access indicators.
6	Faculty Deployment	The committee noted the faculty deployment under the following disciplines: • Management • Computer Applications • Mathematics Faculty members engaged in online teaching were recorded as per UGC faculty deployment norms.
7	Quality Assurance and Regulatory Compliance	The CIQA discussed and recorded compliance with: • UGC (Open and Distance Learning and Online Programmes) Regulations • NAAC Quality Indicators for Online Education • Internal Academic Quality Monitoring Framework Key quality measures noted: • Structured LMS aligned to four-quadrant model • System for continuous internal assessments • Student support and grievance redressal mechanisms • Faculty training and capacity building initiatives • Academic calendar adherence
8	Suggestions from Dr Saroj Verma, External Expert	• The external members recommended that all faculty members wear their ID cards and adhere to the prescribed dress code, wherever applicable. This practice is already being followed in accordance with university norms. • The number of assignments should align with the allotted credits and comply with UGC-DEB regulations. • The existing syllabus should be revised in accordance with CDOE requirements and submitted to the respective Board of Studies (BOS) for review and approval.
9	Resolutions Passed	Resolution 1: To continue the online programmes (BBA, BCA, MBA, MCA) in compliance with UGC regulations, statutory requirements, and the University's institutional policies. Resolution 2: To conduct periodic CIQA reviews on academic delivery, assessment integrity, and learner engagement. Resolution 3:

		CIQA will ensure further strengthening of student support systems by periodic review, monitor and ensuring the quality of academic delivery, integrity of assessments, and effectiveness of learner engagement mechanisms. Resolution 4: To organize at least two faculty capacity-building programmes annually, focusing on online pedagogy, digital teaching and learning tools. Resolution 5: To streamline and reduce the result declaration timeline less than one month, with a view to improving the current duration of result declaration, which is one month. Resolution 6: Service timelines required to be clearly defined and formally notified for all the required academic and administrative services for loan applications. Resolution 7: Regulations for CDOE shall be drafted and formally presented for approval in the Academic Council of the university.
10	Any other matter with the permission of the chair	Matters related to the annual report submission were discussed with the external expert member, and guidance was received from him accordingly

Prof. Ananta Choudhury, Director CIQA, the member secretary, proposed a vote of thanks to all the members for their participation and valuable suggestions. The meeting concluded with a commitment to implement the discussed quality assurance measures and continuous monitoring mechanisms.


Prof. Ananta Choudhury
 Director, CIQA, Member Secretary


Prof. N.C Talukdar
 Vice Chancellor, Chairperson,

Vice Chancellor
 Assam down town University
 Panikhaiti, Guwahati-26

CIRA COMMITTEE MEETING.

S.L.No	Name	Designation	Department	Signature
1.	Prof. N.C. Talukdar	Chairperson		Join Online
2.	Prof. Pramveer Singh	Senior Teachers		Join Online
3.	Prof. M.K. Modi	Senior Teachers	Exec. Sec	My head
4.	Dr. Mala Dutta	Director- CDOE	CDOE	Walt
5.	Prof. Seema Sharma	HOD	FCM	Seema
6.	Dr. Anirudhatha Deka	HOD	FOLT	Anirudh
7.	Prof. Jagdeep Goswami	Official from Exam	Exam	Jagdeep
8.	Dr. Debashish Misra	HOD	FOLT	Omish
9.	Dr. Ashim Barman	Official from Admin		Join Online
10.	Dr. Suresh Verma	External Expert.	connected online	
11.	Dr. Ananta Chowdhury	Director- IQAC. Member Secretary-CIRA		Uttam
12.	Dr. Anup Basista	Member.	IQAC.	Anup 10.1.2026
13.	Mrs. Bedanta Goswami	System Analyst	CDOE	Basanti
14.	Suresh Kumar	Assistant Director	CDOE	S.Kumar
15.	Dr. Runit Komare	Official from Admin		Runit