

MINUTES OF THE CENTRE FOR INTERNAL QUALITY ASSUARANCE COMMITTEE MEETING

Centre for Internal Quality Assurance (CIQA)

Assam down town University

Date: 10th June, 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 Applications
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	Prof. Ananta Choudhury	Director-IQAC	Member
12	Dr. Anup Jyoti Basistha	Director-CIQA	Member Secretary
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 second meeting of the Centre for Internal Quality Assurance and thanked all the internal and external members for their participation.

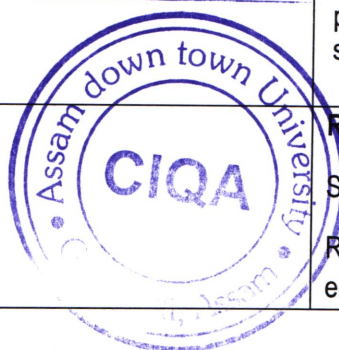
Dr. Mala Dutta, Director, CDOE has given a presentation on the various activities of Centre for Distance and Online Education of Assam down town university in the last academic session starting July-August 2025. The following points are discussed-

SI	Agenda Points	Discussion & approval
1	Analysis of feedback received from different stakeholders	The CIQA reviewed the feedback taken from the stakeholders at the end of 1 st Semester and key action points were identified for improvement of the delivery of the online programmes.
2	Improvement in the LMS	The committee reviewed the user-friendly quotient of the LMS and noted the need to improve the admin module. The following features and processes were identified for improvement: 1) Study Resource Creation Process: The process for creating and managing study resources should be simplified and streamlined to ensure ease of use and reduce unnecessary administrative steps. 2) E-SLM Uploading and Mapping: The system should provide an integrated workflow for uploading and mapping E-SLM (Electronic Self-Learning Material) within a single interface/form, thereby eliminating the need for multiple sequential steps. 3) Assignment Creation and Mapping: The assignment creation process should be optimized by

		reducing or eliminating multiple mapping steps and integrating the required mapping functionality into the assignment creation workflow. 4) Live Class Scheduling and Creation: The process for scheduling and creating live classes should be made more user-friendly, intuitive, and efficient, with a simplified interface and minimum number of operational steps. 5) Enhanced Reporting and Analytics: The LMS should provide additional administrative reports to facilitate effective monitoring and academic management, including: • E-SLM Upload Report with faculty details, programme, course/paper name, and upload status/date. • Video Upload Report containing faculty details, programme, course/paper name, and date of upload. • Live Class Report including details of scheduled/conducted classes and student attendance.
3	Improvement in the examination portal	Problems faced during the online examination process and in the examination, portal were discussed in depth by the committee and corrective measures were proposed and approved. Points Identified for Improvement in the Examination Module 1. Simplification of Question Paper Creation: The question paper creation process should be simplified and streamlined by reducing the number of steps required for creating and publishing question papers. 2. Single-Step Question Paper Mapping: The existing multi-step process for mapping question papers with the Programme and Course/Paper should be simplified and preferably integrated into a single-step workflow. 3. Browser-Based Examination Platform: The examination interface for learners should be developed as a browser-based application, enabling students to access and appear for examinations directly through a standard web browser without requiring additional software installation. 4. Security of Browser-Based Examinations: The security aspects of the browser-based examination system should be strengthened to ensure examination integrity, prevent unauthorized access and malpractice, and maintain the confidentiality and reliability of the assessment process. The Committee also discussed the security measures required for implementing browser-based examinations.
4	Faculty Load Distribution	The committee reviewed and approved the academic delivery load and content creation load of the faculties of all the four online programmes – BCA, MCA, BBA and MBA and was satisfied.



5	Review of ESLMs and video lectures by the internal Content Review Committee	The CIQA investigated the review mechanism adopted for maintaining the quality of the ESLMs and video lectures prepared for the online programmes by the internal Content Review Committee. CIQA appreciated the efforts undertaken by the internal Content Review Committee to ensure quality standards of the ESLMs and video lectures and suggested to create a panel of external reviewers as well.
6	Result Analysis	The results of the End-Semester Examinations and Internal Assessment components for all four online programmes were reviewed and analysed by the Committee and were found to be satisfactory. The Committee recommended that a dedicated committee be constituted to oversee the academic and examination-related matters of compartmental candidates, including the identification of eligible candidates and the planning and scheduling of compartmental examinations along with the regular examinations of the subsequent academic session.
7	Capacity Building for Faculties	The CIQA was informed of the internal review conducted of the academic delivery of the faculty members of the online programmes with regard to live classes and video lectures. The committee noted and approved of the suggestions given to the faculty members for continual improvement of their content delivery quality.
8	Quality Assurance and Regulatory Compliance	The CIQA discussed the audit report of the audit carried out on 8th June 2026 and the members gave their suggestions on the same.
9	Suggestions from External Expert	Dr. Saroj Verma, External Expert, provided the following key recommendations for further strengthening the academic and examination framework: Diversification of Question Formats-Recommended incorporating varied objective question types—such as fill-in-the-blanks and true/false statements—into the question papers to ensure comprehensive assessment of learning outcomes. Institutional Governance Structures-Advised constituting dedicated institutional committees, namely an Academic Committee, an Examination Committee, and an Admission Committee, to drive continuous quality improvement across operational verticals. Enhanced Remote Examination Integrity-Suggested implementing continuous video recording of remote candidates during online examinations, operating alongside automated/live proctoring mechanisms, to further strengthen assessment security and malpractice prevention.
10	Resolutions Passed	Resolution 1: Stakeholder Feedback and Action Plan Implementation Resolved that the feedback received from stakeholders at the end of the 1st Semester be accepted, and the identified key



action points be implemented to improve the delivery of online programmes.

Resolution 2:

LMS Functionality and Module Optimization

Resolved that the Learning Management System (LMS) admin module be upgraded to improve usability, specifically by simplifying the study resource creation process, integrating single-interface workflows for E-SLM and assignment creation/mapping, simplifying live class scheduling, and introducing comprehensive administrative reporting features for E-SLM uploads, video uploads, and live class attendance.

Resolution 3:

Enhancement and Security of the Examination Portal

Resolved that the online examination platform be enhanced by streamlining question paper creation and mapping into a single-step workflow, and developing a secure, browser-based examination application to eliminate additional software installation while maintaining strong anti-malpractice and assessment integrity measures.

Resolution 4:

Approval of Faculty Load Distribution

Resolved that the academic delivery and content creation load assigned to the faculty members across all four online programmes (BCA, MCA, BBA, and MBA) be formally approved.

Resolution 5:

Quality Review Mechanism for Learning Content

Resolved that while appreciating the work of the internal Content Review Committee in maintaining the quality of E-SLMs and video lectures, a panel of external reviewers be constituted to further strengthen the content review mechanism.

Resolution 6:

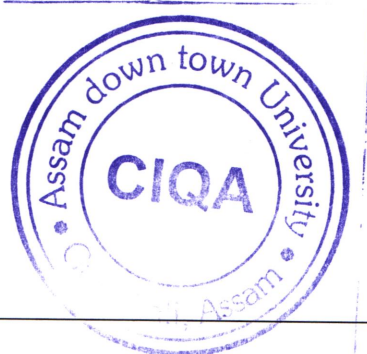
Academic Governance for Compartmental Candidates

Resolved that the results of the End-Semester Examinations and Internal Assessment components for all four online programmes be approved as satisfactory.

Further resolved that a dedicated committee be constituted to manage academic and examination matters for compartmental candidates, including eligibility identification and scheduling compartmental exams alongside subsequent regular examinations.

Resolution 7:

Faculty Capacity Building and Delivery Enhancement



		Resolved that the feedback and suggestions resulting from the internal review of faculty live classes and video lecture deliveries be implemented for continuous improvement in teaching quality. Resolution 8: Audit Report and Regulatory Compliance Resolved that the observations and suggestions regarding the audit report conducted on June 8, 2026, be accepted for implementation to ensure continuous quality assurance and regulatory compliance.
11	Any other matter with the permission of the chair	Matter related to the Annual Report submission were discussed.

Dr Anup Basistha, 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.



Dr. Anup Basistha
Director CIQA
Member Secretary

Director
Centre for Internal Quality Assurance
Assam down town University



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