SCHOOL OF DISTANCE EDUCATION
BHARATHIAR UNIVERSITY
COIMBATORE – 641 046, TAMILNADU, INDIA

| State University | Accredited With A⁺⁺ Grade - 3.63 CGPA by NAAC |21st Rank among Indian Universities by MoE-NIRF |

1st Meeting of Centre for Internal Quality Assurance (CIQA) Committee

Date: 09/06/2023 (Friday) & Time: 2:30 pm
Venue: Syndicate Hall, Bharathiar University

Minutes of the Meeting

The 1st meeting of the Centre for Internal Quality Assurance (CIQA) Committee of the School of Distance Education (SDE), Bharathiar University for the year 2022-23 was held on 09/06/2023 (Friday) at 2.30 pm in Syndicate Hall of University.

The following resolutions passed in the meeting:

1. In adherence to the regulations of UGC-DEB, 2020, the committee resolved to conduct atleast one meeting in a semester and upload the minutes in the University website.

2. The minutes of meeting of CIQA Committee held on 09/06/2023 resolved the ongoing approved OL Programmes in SDE.

3. To follow the Affiliated college curriculum/syllabus for the academic year 2020-2021 for the OL Programmes with 25% internal assessment marks and 75% external assessment marks.

4. With a view to equating the OL programmes with those of the regular programmes, as per the UGC-DEB regulations, the committee resolved to maintain the minimum credits for UG and PG programmes, without any restriction on the maximum credits.

5. The committee recommended to revise the existing fees structures of OL Programmes that should be affordable even to the Economically weaker sections of the society.

6. The committee was informed that all four quadrant approaches such as e-content preparation, video content making, live instruction and discussion forum are systemically monitored by the programme coordinator followed by the

student feedback to prepare the programme project report (PPR). In this regard the committee resolved to propose a comprehensive review mechanism to ensure the quality of e-learning materials.

7. The committee approved the proposal that all the OL Programmes be conducted through uniform delivery mode, selecting unique platforms for teaching and learning process.

8. To approve the SDE's Learning Management System (LMS) that has been created exclusively for OL programmes.

9. To approve the constitution of the single window technical team for the management of LMS, establishment of infrastructure facilities and maintenance of e-learning materials to implement the programme delivery through learning platforms.

10. To approve the uniform template for the e-learning materials of all the programmes with relevant and effective animation.

11. Programme Coordinators and course Coordinators of OL programmes are advised to follow uniform teaching methodologies including the online mode of delivery, presentation and e-content template with university logo symbolised dress code etc.,

12. The committee resolved to protect the developed e-learning materials against copyright violations through protective software applications.

13. The committee approved that the Controller of Examination (COE) of the University be authorized to frame the assessment and examination needs and modes of OL Programmes as per the guidelines of UGC-DEB. It is also recommended that a separate examination wing with infrastructure facilities be established for OL Programmes for the internal and external assessment exclusively.

14. The committee resolved to approve the proposal of SDE to ensure the maintenance of the requisite human resource and infrastructural requirements, as per the UGC-DEB guidelines.

15. In shortage of teaching faculty, if any, be solved by recruitment of faculty with the approval of the authorities.

16. Grievance and Redressal Committee of the University is empowered to address the Grievances of OL/ODL Programmes as well.

17. The content and outcome of OL/ODL Programmes are finalized as per the three basic goals such as equality, quality and employability of stakeholders. The quality monitoring recommendations were made by the committee as follows:

- Student feedback follow-up mechanism is adopted to ensure the Quality education on par with higher education standards of regular mode.
- For bringing real improvement in OL/ODL teaching learning process, adequate numbers of teachers (class-wise and subject-wise) will be assigned.
- Clarity and precise e-materials delivery
- Student centric approach for flexible learning
- Course clarity and outcome management

18. With regard to the Best Practices for Quality Improvement, SDE is directed to initiate industrial collaboration and skill based certificate courses specifically for the graduates of School Of Distance Education to make them employable in the job market.

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DIRECTOR