

## Minutes of the meeting of CIQA held on 18 Aug 2020

The meeting was held at the Crystal Hall, Tapesia Campus, Assam Don Bosco University, on Tuesday, 18 August 2020, at 11 am. Fr. Joseph Nellanatt, Director of Centre for Open and Distance Education, chaired the meeting.

### Agenda

1. Status of SLMs
2. Preparation of PPRs
3. Admission strategies
4. Any other item, with the permission of the Chair

#### 1. Status of Self Learning Materials

The Director informed the members about the need for revising SLMs. The task of revising SLMs based on the syllabus revision was entrusted to the concerned faculty members. Heads of the Departments were asked to form a departmental committee to review the SLMs and approve the same. All departments submitted the SLMs on time. They were later presented to the **Departmental Board of Studies for approval. The minutes of the Departmental Boards of Studies** were presented to the Registrar, for submission to the Academic Council and for subsequent approval.

Suggestions like obtaining a declaration form from the authors and checking the material for plagiarism were brought up. They were accepted.

#### 2. Preparation of PPRs

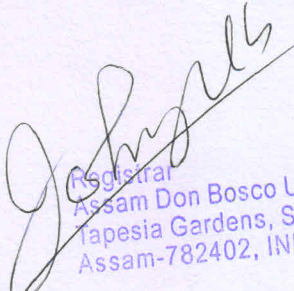
The Director informed that the programme in charges prepared the PPRs, well ahead of time. It was appreciated by the members.

#### 3. Admission Strategies

A discussion on improving the quality and quantity of admission followed. It was suggested to use digital marketing for publicising the programmes offered by the University. Director agreed to make available the required funds for the same. The Department of Computer Applications will be asked to plan out the strategies for effective digital marketing of the various programmes.

The meeting was concluded at 12.30 pm.

Approved

  
Registrar  
Assam Don Bosco University  
Tapesia Gardens, Sonapur  
Assam-782402, INDIA.

