



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

Minutes of the 1st meeting (2025-26) of the Centre for Internal Quality Assurance (CIQA) held on 07.11.2025 at 4:00 p.m. in the CDOE building, The University of Burdwan.

The following members of the committee attended the meeting:

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. Narayan Chandra Jana, Director , CDOE , & Convenor , CIQA

Item No. 1: Implementation of the National Education Policy (NEP) in CDOE Programmes

To discuss and formulate a comprehensive roadmap for the implementation of the National Education Policy (NEP) in the academic programmes offered through the Centre for Distance and Online Education.

The discussion may include:

1. *Revision and restructuring of syllabi of different subjects in accordance with NEP principles.*
2. *Introduction of multidisciplinary and interdisciplinary courses.*
3. *Incorporation of Skill Enhancement Courses (SEC), Value Added Courses (VAC) and Ability Enhancement Courses (AEC), wherever applicable.*
4. *Introduction of flexible entry and exit options, subject to the applicable regulations.*
5. *Consideration of the semester-based system and appropriate examination structure.*
6. *Introduction of Continuous Internal Assessment and other learner-centric evaluation methods.*
7. *Development of a suitable Academic Bank of Credits (ABC) and credit transfer mechanism, wherever applicable.*
8. *Preparation of study materials and digital learning resources according to the revised curriculum.*
9. *Orientation and training programmes for faculty members, academic counsellors and administrative staff regarding NEP implementation.*

Resolution:

Resolved that a Committee/Task Force may be constituted by the competent authority to examine the existing programmes and recommend a phased roadmap for the implementation of NEP-aligned curricula, semester system, credit structure, assessment pattern and other academic reforms in CDOE, in accordance with the applicable regulations and guidelines of the University and statutory authorities.

Item No. 2: Introduction of New Courses, Diploma and Certificate Programmes

To identify emerging academic, professional and employment-oriented areas and introduce new programmes through CDOE from the academic year 2026 onwards.

The proposed areas may include:

1. *Certificate and Diploma Courses in emerging and employability-oriented subjects.*
2. *Short-term professional and skill-based programmes.*
3. *Interdisciplinary programmes combining humanities, science, technology and social sciences.*
4. *Courses related to Artificial Intelligence, Data Analysis, Digital Literacy and emerging technologies.*
5. *Language and communication-based programmes.*
6. *Professional development and continuing education programmes.*
7. *Indian Knowledge Systems and heritage-based courses.*
8. *Programmes catering to the needs of working professionals and lifelong learners.*
9. *Online and blended programmes, subject to regulatory approval and infrastructure availability.*

Resolution:

Resolved that CDOE may conduct a systematic need assessment and market survey for the introduction of new Degree, Diploma, Certificate and short-term programmes during 2026. Detailed proposals regarding curriculum, eligibility, duration, intake capacity, fee structure, faculty requirement and infrastructure may be prepared and placed before the appropriate statutory authorities for approval.

Item No. 3 : Revision and Modernisation of Self-Learning Materials (SLMs)

To review and revise the existing Self-Learning Materials (SLMs) of different programmes to ensure academic quality, updated content and learner-friendly presentation.

Resolution:

Resolved that all existing Self-Learning Materials may be reviewed periodically and revised in accordance with the latest syllabus, academic developments and applicable regulatory requirements. A mechanism for regular revision, editing, proofreading, plagiarism checking and academic quality assurance may be established.

Item No. 4: Development of Digital Learning Resources

To strengthen digital learning facilities through the development of e-content, recorded lectures, video lectures, podcasts, digital notes and other online learning resources.

Resolution:

Resolved that CDOE may develop a comprehensive digital learning repository containing recorded lectures, e-books, presentations, question banks and other academic resources for the benefit of distance and online learners.

Item No. 5: Strengthening of Learning Management System (LMS)

To introduce or upgrade a robust Learning Management System for academic delivery and learner support.



Resolution:

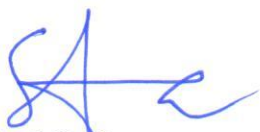
Resolved that an integrated Learning Management System may be introduced or upgraded to facilitate online classes, sharing of study materials, assignment submission, learner interaction, academic tracking and other educational activities

Item No. 6

Any other item/s with permission of the chair.

No other item was discussed in this Item.

The meeting ended with vote of thanks to members present.



Prof. Sunil Karforma
Chairman of CIQA
Dean of Science

7.11.25

DEAN
Faculty Council for PG Studies
in Science
The University of Burdwan



Prof. Narayan Chandra Jana
Director
CDOE, B.U

Director
Centre for Distance and Online Education
The University of Burdwan
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**CENTRE FOR DISTANCE AND ONLINE EDUCATION
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Minutes of the 2nd meeting (2025-26) of the Centre for Internal Quality Assurance (CIQA) held on 08.12.2025 at 4:00 p.m. in the CDOE 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
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Item No. 1: Reconstruction and Modernisation of the Examination System

To review the existing examination and evaluation system of CDOE and recommend measures for making it more transparent, efficient, technology-driven and learner-friendly.

The discussion may include:

1. *Introduction of a modernised digital examination management system.*
2. *Integration of examination registration, form fill-up, admit card generation and result publication through a unified online platform.*
3. *Adoption of semester-wise examinations, wherever applicable.*
4. *Development of an appropriate system of Continuous Internal Assessment.*
5. *Timely conduct of examinations and publication of results.*
6. *Digitalisation of marks processing and tabulation.*
7. *Online tracking of answer scripts, evaluation and result processing.*
8. *Strengthening of examination confidentiality and security.*
9. *Introduction of grievance redressal mechanisms for examination-related issues.*
10. *Provision for supplementary/backlog examinations, wherever permissible.*
11. *Consideration of digital certificates, marksheets and secure verification facilities.*

Resolution:

Resolved that the existing examination system of CDOE may be comprehensively reviewed and restructured with the objective of ensuring timely examinations, expeditious publication of results, transparency in

evaluation, digital processing and effective grievance redressal. A dedicated committee may be constituted to submit recommendations for implementation within a specified timeframe.

Item No. 2: Reconstruction and Upgradation of the CDOE Website and Admission Portal

To redesign and modernise the official website and admission portal of CDOE to ensure accessibility, transparency, efficiency and a better digital experience for learners.

The proposed website and portal may include:

1. *A modern, mobile-friendly and user-friendly website interface.*
2. *Separate and easily accessible pages for each academic programme.*
3. *Clear information regarding eligibility, syllabus, fees, duration and admission procedure.*
4. *Online application and admission facilities.*
5. *Real-time application tracking system.*
6. *Integrated online payment gateway.*
7. *Student login/dashboard facility.*
8. *Access to study materials and digital learning resources.*
9. *Online examination and result-related services.*
10. *Grievance and helpdesk facilities.*
11. *Notice, circular and announcement management system.*
12. *Faculty and academic counsellor information.*
13. *Frequently Asked Questions (FAQ) section.*
14. *Integration with relevant University digital services.*
15. *Secure document upload and verification facilities.*
16. *Accessibility features for learners with disabilities.*
17. *Cybersecurity, data protection and regular technical maintenance.*

Resolution:

Resolved that the existing CDOE website and admission portal may be comprehensively redesigned and upgraded into an integrated digital platform. The proposed system should provide end-to-end support for admission, student services, academic information, examination, results, study materials and grievance redressal. A technical committee may be constituted to prepare the specifications, implementation plan and maintenance framework for the proposed digital infrastructure.

Resolved further that the above academic, examination and digital reforms shall be implemented in a phased manner, subject to approval by the competent authorities of The University of Burdwan and in conformity with the applicable regulations, policies and guidelines governing Open and Distance Learning and Online Education.

Item No. 3: Academic Calendar for CDOE

To prepare and publish a comprehensive annual academic calendar covering admissions, classes, assignments, examinations and publication of results.

Resolution:



Resolved that a detailed annual academic calendar may be prepared and published sufficiently in advance so that learners, faculty members and administrative staff can effectively plan academic activities.

Item No. 4: Faculty Development and Capacity Building

To organise regular Faculty Development Programmes (FDPs), workshops and training programmes.

Resolution:

Resolved that regular training programmes may be organised for faculty members and academic counsellors on NEP, online pedagogy, digital teaching tools, outcome-based education, examination reforms and preparation of digital learning materials.

Item No. 5: Strengthening Learner Support Services

To improve academic and administrative support facilities for distance and online learners.

Resolution:

Resolved that a dedicated learner support mechanism, including helpdesk services through telephone, email and online platforms, may be strengthened for timely resolution of student queries and grievances.

Proposed Action Points

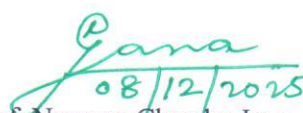
1. Constitution of separate committees for Academic Reform, New Programmes, Examination Reform and Digital Infrastructure.
2. Preparation of a time-bound implementation roadmap for 2026 onwards.
3. Consultation with faculty members, academic experts and other stakeholders.
4. Identification of required financial, technical and human resources.
5. Periodic review of progress and submission of reports before the competent authority.

The meeting may consider and resolve accordingly.

The meeting ended with vote of thanks to members present.


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