

**Minutes of the meeting of the Centre for Internal Quality Assurance ( CIQA) held at ,11.00 AM on 12-08-2021 (Thursday) in the Director's Cabin, School of Distance Education.**

**Members present**

| Sl.No | Name   | Signature |
|-------|--|-----------|
| 1     | Director, School Of Distance Education   | Sd/-      |
| 2     | Sri.UginMorely, Convenor,<br>Standing Committee of the Syndicate on SDE.       | Sd/-      |
| 3     | Dr. Rijulal, Convenor, Standing Committee<br>of the Syndicate on Examinations. | Sd/-      |
| 4     | The Controller of Examinations.  | Sd/-      |
| 5     | The Director , IQAC.   | Sd/-      |
| 6     | Head of the Department , Dept. of Mathematics.                                 | Sd/-      |
| 7     | Head of the Department, Dept. of English.                                      | Sd/-      |
| 8     | Head of the Department, Dept. Of Journalism<br>and Mass Communication.         | Sd/-      |
| 9     | Deputy Registrar, School Of Distance Education                                 | Sd/-      |

**Agenda**

- 1). Enhancement of the standard of Self Learning Materials ( SLM).
- 2) Conducting Online Classes for ODL ( Open and Distance Learning) Programmes in the wake of Covid -19 Pandemic.

- 3) Conduct of University Exam for SDE students in a time bound manner.
- 4) The matters pertaining to the recognition of UGC for conducting ODL programmes.

### Minutes

The meeting started at 11.00 AM.

The meeting recommended the following:-

- 1) It is recommended to revise the Panel of Experts for the preparation of SLMs for various subjects. Panel of Experts may be collected from the Chairman of the UG/ PG Board of Studies of the subjects concerned.
- 2) It is recommended to conduct online Examinations for Audit Courses for UG programmes using appropriate Online Platform by entrusting the Director, CUCC.
- 3) The Committee observed that the UG/ PG examinations of SDE candidates are being conducted in unified manner since 2014 and are time bound till date.
- 4) It is recommended to find an appropriate message-conveying method in addition to the personal SMS method, to communicate with the students.
- 5) It is recommended to update SDE Website and to provide the information in Malyalam, too.
- 6) It is recommended to take regular follow-up actions regarding the UGC approval of ODL Programmes for 2021 sessions.

The meeting came to an end at 12 noon.

  
**DIRECTOR**  
**SDE** Director  
School of Distance Education  
Calicut University P.O.  
Kerala, Pin - 673 635

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