

Centre for Distance &
Online Education

ASSAM DON BOSCO UNIVERSITY



CENTRE FOR INTERNAL QUALITY ASSURANCE

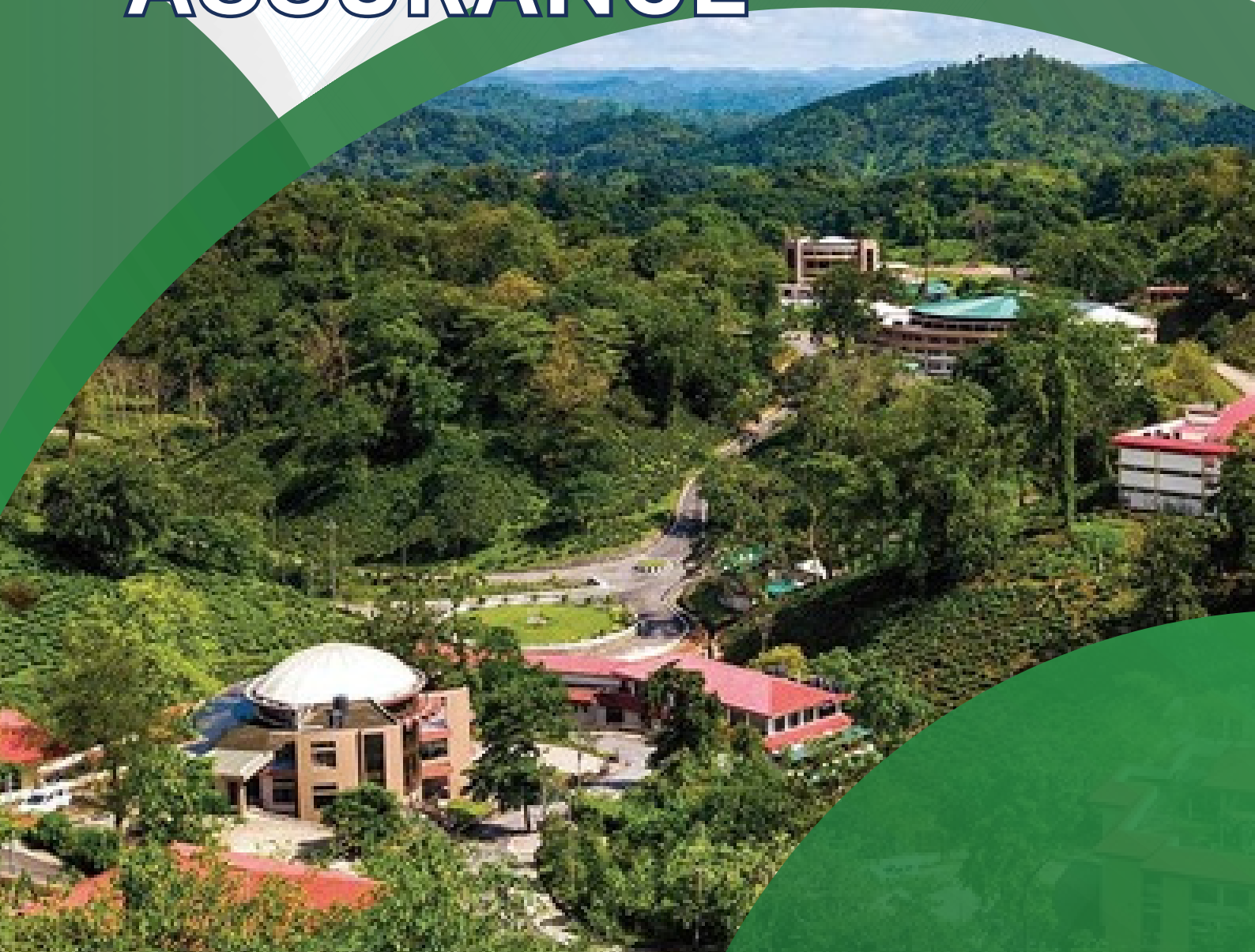


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Assam Don Bosco University

Founded in 2008 by the Salesian Society, Don Bosco University is dedicated to offering holistic and personalized education.

The University offers comprehensive undergraduate, postgraduate, and professional programs designed to cater to the needs of working professionals, lifelong learners, and aspiring leaders.

At Assam DBU, our mission is to provide accessible, high-quality education that prepares students for leadership roles in various sectors and contributes to social transformation. We aim to equip students with the skills and knowledge they need to thrive in an increasingly interconnected world. Programs offered at DBU combine a strong academic foundation with practical insights, ensuring that students gain the relevant skills to meet industry demands.

 **15+ Years Of
Holistic & Personalised
education**

THE SCHOOL WAS NOT THE END; IT WAS
RATHER THE INSTRUMENTAL MEANS FOR
IMPROVING THE WAY OF LIFE.

St. John Bosco (Don Bosco)



Who We Are

Assam Don Bosco University is a premier institution of higher education dedicated to excellence in teaching, research, and service. Rooted in the vision of Don Bosco, we aim to educate young people with values, skills, and knowledge that prepare them to be responsible leaders and contributors to society.

We combine academic rigor with innovation, research, and community engagement, creating a holistic learning environment that nurtures intellectual growth, character formation, and a commitment to the greater good.

Why Choose Assam Don Bosco?

- A UGC, AICTE, and NAAC accredited university with international collaborations
- Rooted in Don Bosco's philosophy of integrity, ethics, and service.
- Cutting-edge curriculum designed to meet global industry standards.
- An academic and educative style of relationship founded on love, manifested to and perceived as such by the students (loving kindness).

Our Legacy

Assam Don Bosco University carries forward the rich educational tradition of the worldwide Don Bosco network, which serves millions of young people in over 130 countries. Inspired by the vision of St. John Bosco, our legacy is built on a foundation of academic excellence, values-based education, and a deep commitment to social transformation.

With a legacy of nurturing character, leadership, and innovation, the university stands as a beacon of hope and opportunity, shaping generations of students to make meaningful contributions to society and the world.

What Sets Us Apart

01 Internationally Accredited Curriculum

02 Personalized Learning Approach

03 Experienced and Passionate Educators

04 Diverse and Inclusive Environment

Our Role - to be a centre for culture, knowledge, research, intellectual ferment; for critical thinking and analysis of whatever shapes and impacts human life: culture, politics, governance, religion, education, health care etc.

Our Commitment - to make professional and higher education accessible to the weaker sections of society.

Our Endeavour - to ensure that our graduates become dependable human leaders with a strong sense of commitment to the disadvantaged.

Vision

To mould young persons into intellectually competent, morally upright, socially committed and spiritually inspired citizens at the service of India and the world of today and tomorrow, by imparting holistic and personalized education.'

Guided by this vision and leveraging its century-old expertise in education in India and abroad, Don Bosco University is envisaged to be a centre of excellence in study and research focusing upon the following:

1. **Providing easier access to higher education for the underprivileged**
2. **Harmonising technical excellence with human and religious values**
3. **Employment-oriented courses in emerging areas of contemporary technology and service**
4. **'Teacher Education' as a privileged area of interest to accelerate the pace, reach and quality of education**
5. **Impetus to research initiatives with practical and social relevance**
6. **Providing a forum for debate and research on key human issues like religion & culture, peace & justice**
7. **Contributing to the socio-economic development of North-East India**
8. **Boosting international linkages and collaboration in university education**

The spirit of the university has been encapsulated in its emblem which has five distinct elements

1. **'The Cross' signifies its underlying Christian inspiration;**
2. **'The Profile of St. John Bosco' denotes its distinctive educational philosophy;**
3. **'The book emphasizes its commitment to academic excellence;**
4. **'The rays of the Rising Sun' stand for its dynamism and commitment to society; and,**
5. **The motto, 'Carpe Diem' which meaning 'Seize the Day' challenging every Bosconian to grasp the opportunities presented by each new day and attain 'life in its fullness.'**



Fr (Dr) Jose Palely

**Vice Chancellor
ADBU**

Belonging to the worldwide family of the Salesians of Don Bosco, we have set very high goals for ourselves. We are a young university – but we nurse big dreams, and strive to achieve them. If you are looking for a place to study, and dream of receiving quality education, DBU is the place for you. As the Vice Chancellor of this University, I invite you to go through the programmes we currently offer. Whether you are looking to complete a degree, certificate or diploma program, or simply want to give in at last to that urge for higher education for the first time, we will be happy to assist you. The committed men and women who form our faculty are at your service.

We are set on a course to be ‘the institution of choice’ for open, distance and online education. We intend to get there by providing exceptional service to our learners.

We will be happy to serve you and your learning needs as you forge ahead in your career.

Approvals, Accreditations, Memberships

01



University Grants
Commission (UGC)

02



NAAC Accredited

03



Association of Indian
Universities

04



International
Association of
Universities

05



All India Council of
Technical Education

06



World Education
Services

07



Association of
Commonwealth
Universities

08



IGNOU
The People's
University

09



Salesian Institutions
of Higher Education

INTERNATIONAL COLLABORATION

01



02



03



04



05



06



HIGHLIGHTS OF

University

Assam Don Bosco University is a leading centre for higher education, offering a wide range of undergraduate, postgraduate, doctoral and professional programmes across diverse disciplines. With modern infrastructure, a vibrant learning environment and a strong focus on research, innovation and practical learning, the University provides students with opportunities to develop the knowledge and skills required for successful careers. Guided by the educational values of Don Bosco, Assam Don Bosco University emphasizes academic excellence, holistic development, industry exposure, innovation and social responsibility, while providing a dynamic and supportive campus experience.

Located in the scenic and vibrant state of Assam, Assam Don Bosco University provides a dynamic learning environment that combines academic excellence with innovation and experiential learning. The University focuses on preparing students for global opportunities through industry-oriented education, skill development, research initiatives and exposure to emerging technologies. With a commitment to nurturing responsible, confident and future-ready professionals, Assam Don Bosco University continues to empower students to achieve their academic and career aspirations.

ESTABLISHMENT OF

Centre for Internal Quality Assurance

Assam Don Bosco University, Assam has established Central Internal Quality Assurance Cell keeping in view the enormous growth of the University; multifarious activities performed by the University; directive of National Assessment and Accreditation Council (NAAC) and University Grants Commission; the Centre has been established with the primary focus to shoulder the responsibilities of generating and promoting awareness for quality assurance and to work out the procedural details. The CIQA shall directly report to the Vice Chancellor of Assam Don Bosco University, Assam.

CIQA cell of ADBU Centre for Distance and Online Education channelizes and systematizes the efforts and measures of an institution towards academic excellence. CIQA is working towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure and offering suggestions for Curriculum revision and enhancement, etc.

Objectives

The Centre for Internal Quality Assurance has been created as a part of quality control measures enshrined in ODL/OL Regulations, 2020. There are several exercises in the field of online education which require a separate set of quality parameters which may vary from the on-campus programmes for which the IQAC is the nodal agency.

The activities in Online Learning include highly flexible delivery systems and need primarily to be learner centric. The formation of CIQA will ensure the adoption of qualitative online education right through all the processes. The online learning programmes envisaged in ADBU Centre for Distance and Online Education would be a dynamic model aimed at creating a broad-based, technology-assisted and a learner-oriented model.

Some of the features are:

- To render quality service to the Online Learning learners
- To constantly revisit the system based on experience and keep the Online Learning activities dynamic
- To maintain quality in all the key areas of Online Learning operations
- All the Quality Assurance efforts will be made public and shared among all the stakeholders
- To keep in place an effective feed-back system
- CIQA will be the nodal body to coordinate the inter functionality among all the departments.
- To provide interactive platforms among all players in Online Learning to exchange views, ideas and innovative practices
- To ensure quality in the delivery tools from the preparation of Programme Project Report for each programme to evaluation of examination scripts
- Maintaining accurate records of all the activities in Online Learning and generate reports of all kinds.

Vision

The Vision of CIQA at Assam Don Bosco University (ADBU) Online Degree Programmes is to establish and uphold a culture of excellence in the delivery of online education. CIQA aims to ensure that all online programmes are of the highest quality, meeting national and international standards of education. It strives to foster continuous improvement through systematic evaluation, innovative practices, and adherence to regulatory guidelines. This vision aligns with ADBU's overarching mission to provide globally competitive technical education and to promote research and innovation in emerging technological fields.

Mission

The Mission of the Centre for Internal Quality Assurance (CIQA) for Assam Don Bosco University's (ADBU) Online Degree Programmes is to ensure and enhance the quality of online education through systematic and continuous improvements. CIQA aims to implement effective quality assurance mechanisms, foster a culture of continuous improvement, ensure adherence to regulatory guidelines, promote professional development for faculty and staff, and enhance learner support systems. By focusing on these core objectives, CIQA is committed to delivering high-quality, accessible, and innovative online education that aligns with national and international standards and meets the evolving needs of modern learners.

Functions of CIQA

The functions of Centre for Internal Quality Assurance would, inter alia, include the following, namely:

- To maintain quality in the services provided to the learners.
- To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.
- To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
- To devise mechanism to ensure that the quality of Online Learning programmes matches with the quality of relevant programmes in conventional mode.
- To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- To facilitate the implementation of its recommendations through periodic reviews.
- To organize workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
- To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).

- To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;
- To ensure the proper implementation of Programme Project Reports by designing a suitable mechanism.
- To maintain our cord of Annual Plans and Annual Reports of Higher Educational Institutions, review them periodically and generate actionable reports.
- To provide inputs to the Higher Educational Institutions for restructuring of programmes in order to make them relevant to the job market.
- To facilitate system-based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- To coordinate between Higher Educational Institutions and the Commission for various quality-related initiatives or guidelines.
- To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

Internal Quality Assurance Committee

01. Centre for Internal Quality Assurance Committee having the following composition, namely:

Category	Position
Vice Chancellor	Chairperson
Three senior teachers of Higher Education Institution.	Member
	Member
	Member
Head of three Departments or School of Studies offering recognized programmes in Open and Distance Learning and Online mode.	Member
	Member
	Member
Two external experts of Open and Distance Learning and/or Online education.	Member
	Member
Officials from the Administration and Finance Departments of the Higher Educational Institution	Member
	Member
Director - Centre for Internal Quality Assurance.	Member
	Secretary

02. The members of the committee are nominated by the Vice- Chancellor of the Higher Educational Institution.

03. The membership of such nominated members is for a period of two years. The Committee of Centre for Internal Quality Assurance meets at least once in a semester. The quorum for the meeting is two-third of the total number of members with mandatory presence of one external expert. The agenda, minutes and Action Taken Reports are documented with official signatures and maintained electronically in a retrievable format.

04. Centre for Internal Quality Assurance Committee performs the following functions, namely:

- To oversee the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes.
- To facilitate adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programmes.
- To promote automation of learner support services of the Higher Educational Institution.
- To coordinate with external subject experts or agencies or organizations, the activities pertaining to validation and annual review of its in-house processes.
- To coordinate with third party auditing bodies for quality audit of programme(s).
- To oversee the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution.
- To promote collaboration and association for quality enhancement of Online Learning modes of education and research therein.
- To facilitate industry-institution linkage for providing exposure to the learners and enhancing their employ-ability.

Monitoring Mechanism

01. The guidelines on quality monitoring mechanism is adopted by the Centre for Internal Quality Assurance for conducting institutional quality audits, to promote quality assurance and enhance as well as spread best-in- class practices of quality assurance.

02. Quality monitoring is addressed under the following broad areas, namely

(i) Governance, Leadership and Management

This relatesto the policies and practices of ADBU CDOE in the matter of planning, human resources, recruitment, training, performance. appraisal, financial management and the overall role of leadership, with a focuson the following key aspects

a) Organization Structure and Governance:

This relates to the policies and practices of Higher Educational Institution in the matter of planning, human resources, recruitment, training, performance appraisal, financial management and the overall role of leadership, with a focus on the following key aspects.

b) Management:

The leadership and management of the Institution strives to assess and review the organizational culture to achieve its vision, mission and goals.

c) Strategic Planning:

The Higher Educational Institution undertakes strategic planning of its activities and implements the same by aligning those with academic and administrative aspects to improve the overall quality.

d) Operational Plan, Goals and Policies:

The Higher Educational Institution has well defined goals which are realistic and measurable, well-defined policies that are in sync with its strategic plan and are realistic and achievable, clearly stated guidelines for the implementation of its policies and plans, and transparent and accountable system for its policies and planning that are well communicated to its stakeholders.

(ii) • Articulation of Higher Educational Institution Objectives: ADBU

CDOE articulated a clear vision, mission, ethos and broad strategy consistent with the goals for offering programmes in Online Learning mode.

(iii) Programme Development and Approval Processes:

This area of concern relates to programme development and approval mechanism for the programme(s) to be launched covering the following key aspects, namely:

a) Curriculum Planning, Design and Development:

a. The curriculum planning, design and development of academic programmes is a major academic activity of ADBU CDOE. Therefore, it has processes, systems and structures in place to carry out these responsibilities.

b) Curriculum Implementation:

ADBU CDOE has specific implementation plans for identifying the time to be spent on specific components of the implementation phase. It is the basis for the effectiveness of the programme(s) and their usefulness as a whole.

c) Academic Flexibility:

The ADBU CDOE will adopt proper strategies for imparting academic flexibility, which refers to freedom in the use of the timeframe of courses, vertical mobility, and interdisciplinary options facilitated by curricular transactions for learners.

d) Learning Resource:

ADBU CDOE ensures quality learning resources in the form of e-learning material for Online mode of education as defined in these regulations. While deciding on the instructional packages, ADBU CDOE shall into consideration various factors – the media and technology utilized matches the course content in order to enhance and expand learning, and to match to the learners needs; that these are accessible, practical and equitable, and cost effective to the learners.

e) Feedback System:

The process of revision and re-design of curricula is based on feedback from all stakeholders in terms of its relevance and appropriateness in catering to the needs of the society, economy and environment.

(iv) Programme Monitoring and Review:

ADBU CDOE plan and execute programme monitoring and review system to conduct periodic internal reviews and maintain the quality of academic programmes. For such reviews, the Institution also considers the attainments of learning outcomes that are assessed through the various tools for direct and indirect assessment.

(v) Infrastructure Resources:

The ADBU CDOE have a system to elicit data on the adequacy and optimal use of the facilities - physical facilities, library (or e-library), Information and Communication Technology infrastructure, etc. - available in ADBU CDOE to maintain the quality of academic programmes and ensure qualitative support to each of the stakeholders.

(vi) Learning Environment and Learner Support:

The learner support services including academic counselling and library services is a major pre-occupation of ADBU CDOE for its Online mode learners. Additionally, ADBU CDOE establishes Information and Communication Technology facilities as component of the learning environment which is focused around the pedagogical use of modern educational practices to support blended learning. Learner Support Services shall be provided through the campus-wide portal and e-Learning platform. ADBU CDOE take a more sophisticated approach to the use of Information and Communication Technology and expertise in e-learning. The approach provides a seamless learner-centered environment.

(vii) Assessment and Evaluation:

All the stated Learning Outcomes of a Programme must be part of its evaluation protocol. ADBU CDOE executes the evaluation through varied assessment tools including multiple choice questions, projects, reports, case-studies, presentations, and term-end examinations, to suit the different learning outcomes expected of the course elements. ADBU CDOE have proper assessment and moderation system for assessing the learning outcomes of learners.

(viii) Teaching Quality and Staff Development:

(iii) ADBU CDOE have a well-established structure for promoting quality counselling, capacity building workshops, programmes, interactive teaching-learning and provide staff development programmes and activities to encourage academic staff to improve teaching and learning on continuous basis.

03. Process of Quality Audit

i) Academic Planning:

ADBU CDOE have robust and appropriate academic planning procedures to ensure that the programmes offered by it are relevant to national economy, reflects the Institution's strategic direction and offers a high quality value-added learner experience. The Institution have adequate and appropriate teaching and other support staff along with infrastructure and technology support to ensure that the curriculum remains up to date and the institutional goals are achieved.

ii) Validation:

ADBU CDOE have a mechanism in place for validation to ensure that its programmes are academically viable, that academic standards have been appropriately defined and that these offer learners the best opportunity to learn.

iii) Monitoring, Evaluation and Enhancement Plans:

Quality deliverance of the Online Learning programmes and the outcomes attainment and continual quality improvements ensured by Online CDOE, shall be broadly as follows, namely Reports from Learner Support Centres (for Open and Distance Learning programmes): Report of conduct of examinations in both Open and Distance Learning Mode and Online mode, along with report of servers/proctors for all examinations will be collected periodically from Examination Centre.

a) Reports from Examination Centres:

ADBU CDOE considers the comments made by External auditors, experts and third party of quality audit and implement as appropriate.

b) External Auditor or other External Agencies report:

For effective evaluation and audit, the ADBU CDOE ensure easy access to performance monitoring information such as course pass rates, learner entry profiles and progression and achievement reports, which should be available through web-based application and would be used for report making.

c) Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels:

For effective evaluation and audit, the ADBU CDOE shall ensure easy access to performance monitoring information such as course pass rates, learner entry profiles and progression and achievement reports, which should be available through web-based application and be used for report making by the Higher Educational institution.

- **d) Reporting and Analytics by the ADBU CDOE:**

The ADBU CDOE generate the required reports out of such web-based applications and analyze learner and academic analytics or deciding the improvements to be executed for better performance.

e) Periodic Review:

ADBU CDOE have an effective system for collecting feedback from the stakeholders regularly to improve its programmes. The ADBU Centre for Distance and Online Learning Education conduct self-assessments regularly and use the results to improve its systems, processes etc. and finally quality of programmes.

Contact Us

We're here to answer your questions and guide you through the journey of joining Assam Don Bosco University. Whether you're a prospective student, a parent, or a partner, feel free to reach out to us.

Contact Information

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Your Pathway to Global Excellence

Thank you for exploring Assam Don Bosco University.
We look forward to welcoming you to our vibrant
community where excellence meets opportunity.