



ASSAM DON BOSCO UNIVERSITY

Tapesia Gardens, Kamarkuchi, Sonapur – 782 402, Assam, INDIA

Minutes of the Centre for Internal Quality Assurance (CIQA) Meeting: 28 September 2025

Assam Don Bosco University

Centre for Internal Quality Assurance (CIQA)

AGENDA

Introductory Words: Fr. Jose Palely (Chairman)

CIQA: 2025: 28 SEP: 01: To brief the members on the Quality Assurance initiative and Compliance by ADBU CDOE in line with the Objectives of CIQA

CIQA: 2025: 28 SEP: 02: To discuss the status and proposed application of the Online Programmes of BBA, BCA and MA Public Administration and the quality assurance measures to be incorporated in the programmes.

CIQA: 2025: 28 SEP: 03: To review the quality assurance framework and Standard Operating Procedures (SOPs) proposed for the delivery of Online Programmes, including curriculum design, development of learning materials, e-content, learner support and assessment.

CIQA: 2025: 28 SEP: 04: To discuss the Academic and Administrative Quality Assurance mechanisms of CDOE, including roles and responsibilities of faculty members, programme coordinators, support staff and other stakeholders.

CIQA: 2025: 28 SEP: 05: To discuss the framework for collection, analysis and utilisation of feedback from learners, faculty members, academic experts and other stakeholders for continuous improvement.

CIQA: 2025: 28 SEP: 06: To discuss the Annual Quality Assurance Report (AQAR)/Annual Report and documentation mechanism of CIQA and establish a system for maintaining evidence of quality initiatives and compliance.

CIQA: 2025: 28 SEP: 07: To discuss and approve the CIQA Action Plan for 2025-26, including priorities, timelines, responsibilities and mechanisms for monitoring implementation.

CIQA: 2025: 28 SEP: 08: Any other matter with the permission of Chair.

Concluding Words: Fr. Jose Palely (Chairman)

PROCEEDINGS

The meeting of the Centre for Internal Quality Assurance (CIQA) was held on 28 September, 2025 at the Vice Chancellor's Office, Assam Don Bosco University. The meeting commenced at 2.00 pm and was chaired by Vice Chancellor, Fr (Dr) Jose Palely.

Members present

Fr. (Dr.) Jose Palely;

Dr. Bikramjit Goswami;

Dr. Bonnie Amonge;

Prof Bobby Sharma;

Dr. Chayanika Das;

Dr. Gypsy Nandi;

Prof. Riju Sharma;

Mr. R.S Ahluwalia;

Mr. Sandeep Singh;



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Mr. Wilson Mathew;

Mr. Vijaye Bawrie;

Dr. Pankaj Kumar Sharma.

Members absent

Nil

Introductory Words

The meeting started with the introductory words by the Chairman, Fr (Dr) Jose Palely. He welcomed the members and emphasised the importance of establishing a systematic quality assurance mechanism for the Centre for Distance and Online Education (CDOE), with due emphasis on regulatory compliance, documentation and continuous quality enhancement.

CIQA: 2025: 28 SEP: 01:

The members were briefed on the Quality Assurance initiatives and compliance requirements of ADBU CDOE in line with the objectives of CIQA. The importance of systematic monitoring, documentation and evidence-based quality assurance practices was discussed. The members emphasized the need for continuous review of academic, administrative, learner-support and assessment processes.

CIQA: 2025: 28 SEP: 02:

The status and proposed application of the Online Programmes of BBA, BCA and MA Public Administration were discussed. The Committee noted that quality assurance measures should be integrated into programme development, including curriculum, learning resources, delivery mechanisms, learner support and assessment.

CIQA: 2025: 28 SEP: 03:

The proposed quality assurance framework and Standard Operating Procedures (SOPs) for the delivery of Online Programmes were reviewed. The discussion covered curriculum design, development of learning materials and e-content, learner support and assessment.

CIQA: 2025: 28 SEP: 04:

The Committee discussed the Academic and Administrative Quality Assurance mechanisms of CDOE, including the roles and responsibilities of faculty members, programme coordinators, support staff and other stakeholders. The need for clear allocation of responsibilities and appropriate monitoring mechanisms was emphasized.

CIQA: 2025: 28 SEP: 05:

The Committee discussed mechanisms for collection, analysis and utilisation of feedback from learners, faculty members, academic experts and other stakeholders. The members noted that stakeholder feedback should serve as an important input for identifying areas requiring improvement.

CIQA: 2025: 28 SEP: 06:

The Committee discussed the Annual Quality Assurance Report (AQAR)/Annual Report and the documentation mechanism of CIQA. The members emphasized the importance of maintaining systematic records and evidence of quality initiatives, compliance, feedback, reviews and corrective measures.



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CIQA: 2025: 28 SEP: 07:

The Committee discussed the proposed CIQA Action Plan for 2025-26, including priorities, timelines, responsibilities and mechanisms for monitoring implementation. The members agreed that the Action Plan should provide a structured framework for quality enhancement activities during the academic year.

CIQA: 2025: 28 SEP: 08:

No other important discussions were held during the meeting.

RESOLUTIONS

CIQA: 2025: 28 SEP: 01:

It was resolved that CDOE shall continue to strengthen its internal quality assurance mechanisms and maintain appropriate documentation and evidence of quality initiatives and regulatory compliance activities.

CIQA: 2025: 28 SEP: 02:

It was resolved that the proposed Online Programmes of BBA, BCA and MA Public Administration shall be developed and submitted in accordance with the applicable regulatory requirements and the University's quality standards.

CIQA: 2025: 28 SEP: 03:

It was resolved that appropriate SOPs shall be developed and periodically reviewed to ensure consistency, quality and compliance in the delivery of Online Programmes.

CIQA: 2025: 28 SEP: 04:

It was resolved that the respective roles and responsibilities of stakeholders involved in the delivery of Online Programmes shall be clearly documented and monitored as part of the CIQA framework.

CIQA: 2025: 28 SEP: 05:

It was resolved that an appropriate mechanism shall be established for collecting and analysing stakeholder feedback and using the findings for continuous quality improvement.

CIQA: 2025: 28 SEP: 06:

It was resolved that CIQA-CDOE shall establish a systematic documentation mechanism and maintain relevant records and evidence of quality assurance activities.

CIQA: 2025: 28 SEP: 07:

It was resolved to approve the CIQA Action Plan for 2025-26 and to undertake periodic review of its progress and effectiveness.

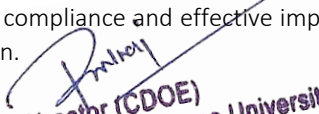
CIQA: 2025: 28 SEP: 08:

No other important discussions were held during the meeting.

Concluding Words: Fr. Jose Palely (Chairman)

The meeting concluded with concluding remarks and thanks by the Chairman, Fr (Dr) Jose Palely. He reiterated the importance of continuous quality improvement, regulatory compliance and effective implementation of the CIQA framework in the Centre for Distance and Online Education.

Director and Member Secretary
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