



Centre for Distance and Online Education University of Kashmir

Hazratbal, Srinagar - 190006

NOTES

Dated: 24th of December, 2024.

Minutes of the Review Meeting of Programme Administration and Academics Programme Name: B.Ed.

A Review Meeting of Programme Administration and Academics of B.Ed. subject in light of CIQA parameters laid down under UGC-DEB Guidelines-2020 was held today on 24th of December 2024 under the chairmanship of Director CDOE Professor Shawkat Ahmad Shah. The meeting was attended by the following:

S.No.	Name of Official	Institution	Capacity
1.	Prof. Shawkat Ahmad Shah	Director, CDOE, University of Kashmir.	Chairman
2.	Prof Arbind Kumar Jha	Professor Education, School of Education, IGNOU New Delhi	External Expert
3.	Dr. Najmah Peerzada	Professor & Head, Department of Education, University of Kashmir.	External Expert
4.	Dr. Saima Bashir	Assistant Professor Education, Department of Teacher Education, University of Kashmir.	External Expert
5.	Dr. Habibullah Shah	Associate Professor Education, CDOE, University of Kashmir.	Programme Coordinator/ Member Secretary
6.	Dr. Showket Rashid Wani	Assistant Professor Education, CDOE, University of Kashmir.	Programme Coordinator
7.	Dr. Javeed Ahmad Puju	Assistant Professor Education, CDOE, University of Kashmir.	Programme Coordinator
8.	Dr. Mohd Altaf Ahanger	Associate Professor Urdu, CDOE, University of Kashmir.	Convenor CIQA Sub-Committee
9.	Mr. Kh. Mohd Shafi	Assistant Professor Computer Applications, CDOE, University of Kashmir	Member CIQA Sub-Committee
10.	Dr. Syed Ishfaq Ahmad	Assistant Professor Education, CDOE, University of Kashmir.	Programme Coordinator/ Member CIQA Sub-Committee
11.	Miss. Jasira Ali	Assistant Programmer, CDOE, University of Kashmir.	Member CIQA Sub-Committee



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NOTES

			4. Dedicated YouTube channel of CDOE may be started.
4	Student Feedback and satisfaction surveys	Conducted online via Google form and available in both forms: hard copy as well as soft copy Presented before Committee	Must be continued but should be done both programme wise and subject wise.
5	Academic Performance and Completion rates	More than 90% percent qualify exams in first attempt More than 90% complete the degree	1. Pre-examination counseling and moderation of question papers if the need so arises. 2. Dropouts should be identified through student tracking system and counseling should be conducted for these dropouts for completing the course.
B. Curriculum Evaluation			
1	Relevance and Comprehensiveness of Curriculum	To be identified in Syllabi Syllabi Presented before Committee	Head, Department of Education University of Kashmir shall be requested to revise the B.Ed. curriculum in light of NEP-2020
2	Alignment with industry and job market requirements	It presently meets the requirement of teaching sector at school level and produces some researchers for pursuing research programme. 1. The pass outs of B.Ed. Programme through CDOE have a significant placement ratio in terms of job. The pass outs are working in both Govt./Private institutions.	1. Some skill based courses should be the part of B.Ed. curriculum like Artificial Intelligence (AI) in education. 2. A course on community engagement should be introduced in B.Ed. curriculum. 3. A course on edupreneurship should be introduced. (Edupreneurship is a combination of education and entrepreneurship for creating jobs rather seeking jobs.)

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NOTES

	interactive content	material ESLM	2. Separate Digital library should be initiated for CDOE
D. Assessment and Evaluation			
1	Current assessment methods and their effectiveness	Assignments, Formative assessment in classes and internal assessment at end of PCP	<p>The feedback received regarding administrative, technical, and examination part was placed before the committee; it was observed that students are satisfied with the current examination- support-services however students are concerned with regard to the delay of term end results. The matter should be taken up with the Controller of Examinations to address the grievance of students.</p> <p>The marks details / credits accumulated by the students should be linked with the ABC/ Digilocker ID.</p> <p>The students also expressed that their marks cards/ degree certificates should be issued on time.</p> <p>Date of admission and date of result as well as enrolment number of Student should be written on Marks certificate and Degree certificate along with photo of the student.</p>
2	Feedback on assignments and exams	verification from Feedback forms	It was observed that the assignments should be tutor-marked and detailed comments reflected on them so that students get the idea about their strength and weakness.
3	Suggestions for improvement in evaluation techniques	Open to experts	<ol style="list-style-type: none"> 1. Evaluation should be made continuous and comprehensive 2. Formative evaluative exercises should be strengthened. 3. Internals should be conducted in a hybrid mode and necessary software should be purchased for the same.
E. Support Services			
1	Availability and effectiveness of	Library, IT Enabled Classrooms, Hot	1. Automation of the library of CDOE, KU.

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	Student Support Services	and Cold Arrangements, AV lab, Psychological Lab	<ol style="list-style-type: none"> 2. Toll free phone number must be introduced for students. 3. Single Window system for Student Services 4. Technology Enabled Classrooms, 5. Existing Audio visual lab/Psychological lab should be updated. 6. AI equipped simulated labs should be established. 7. Strengthening library-support-services at the learner-support-services. 8. Fine tuning of existing infrastructure is required. 9. Students will be provided the internship and microteaching note books prepared by the CDOE.
2	Academic advising counselling and	Academic Counselling Participation Cultural events in	Collaboration with cultural wing of university can prove effective in this regard.
F. Infrastructure and Resources			
1	Training and Professional Development opportunities for faculty	Seminars, Conferences, FDP to Permissions for faculties	<ol style="list-style-type: none"> 1. Workshops be conducted for the professional development of faculty 2. Faculty must be encouraged and allowed to attend FDPs with financial support from Centre
2	Faculty feedback on teaching in ODL	NIL, will do it now onwards	Feedback form should be designed and opinions pooled from the stakeholders for improving the teaching methodologies in distance education.
3	Strategies for enhancing faculty engagement and performance	NIL	Faculty be allowed to participate in subject specific FDPs and training courses with financial support enabling them to prove best human resource for the students of the centre
G. Future Plans and Improvements			



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NOTES

1	Short term and long-term goals for the Programme	<ul style="list-style-type: none"> • Newsletter to be published for students. • Reflective Journals 	<p>Students should be encouraged to participate in co-curricular activities. The extension and outreach activities of the center should be strengthened for community sensitization by active involvement of distant learners. Students should improve their writing skills by contributing their write-ups in journals and magazines under the patronage of their teachers. Centre should arrange and finance visit of students to the reputed teacher education institutions in the country.</p>
2	Proposed changes or additions to the curriculum	Board of Studies (BOS) shall be conducted for revising the BEd syllabi	<p>Head, Department of Education, University of Kashmir conveyed the members in the review board that the syllabi will be revised very soon in light of NEP 2020 guidelines. Expert strongly suggested that Community engagement should be the part of the B.Ed. curriculum.</p>
3	Strategies for increasing enrolment and improving retention	NA	<ol style="list-style-type: none"> 1. Students should be engaged in other co-curricular activities besides their academic engagements. 2. Good learners need to be encouraged by some sort of rewarding. 3. Reasons of dropout may be identified and suitable measures may be taken accordingly. 4.
H. Any other concerns			
1	Any other Concerns or Suggestions from Members of Committee	NA	<p>Flow chart should be the part of programme planning, execution and implementation. The best healthy practices of the reputed Centers of Distance Education and open universities of the country and international open universities should be compiled and strategies chalked out to implement</p>

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NOTES

			and contextualized in CDOE in contextual mode. The experts were satisfied with the prompt work-flow-management system of the CDOE.
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The meeting ended with the vote of thanks to the Chair.

Miss Jasira

Dr. Syed Ishfaq Ahmad

Kh. Mohd Shafi

Dr. Javeed Ahmad Puju

Dr. Showket Rashid Wani

Dr. Habibullah Shah

Dr. Mohd Altaf Ahanger

Dr. Saima Bashir

Prof. Najmah Peerzad

Prof Arbind Kumar Jha

Prof. Shaukat Ahmad Shah
Director

