



Directorate of Distance Education

University of Kashmir, Hazratbal, Srinagar.

Minutes of the Meeting

A departmental committee meeting was held on **Friday, December 13, 2019**, under the chairmanship of **Director, DDE Prof. Tariq Ahmad Chishti**. The following members were in attendance:

1. Prof. Mushtaq Ahmad Dar
2. Dr. Mohd Altaf Ahanger
3. Dr. Showket Rashid Wani
4. Dr. Habibullah Shah
5. Dr. Mohammad Ayub Saudagar
6. Dr. Javeed Ahmad Puju
7. Mr. Kh. Mohmad Shafi
8. Dr. Aneeda Jan
9. Dr. Tanveer Ahmad Darzi
10. Dr. Zubair Ahmad Dad
11. Dr. Syed Ishfaq Ahmad Shah

Resolutions

The committee discussed and resolved the following:

a) Distribution of Self-Learning Material (SLM)

- The SLM will be distributed to learners within one month of their admission to the Directorate, as per past practice.

b) Personal Contact Programmes (PCPs)

- A 20-day PCP will be continued for each semester of every programme at both the main campus and the Learning Support Centres (LSCs) of the Directorate.
- Each class session will have duration of one hour.
- Engaged resource persons are encouraged to conduct group discussions and facilitate student presentations during the PCP.
- Internal assessments for each course will be conducted immediately after the completion of the PCP for the respective semester.

c) Supplementary Contact Programmes

- Upon request from students, a one-week supplementary contact programme will be organized for Master's level programmes and the B.Ed programme.



Directorate of Distance Education University of Kashmir, Hazratbal, Srinagar.

- If required, additional online sessions may also be arranged to supplement the learning experience.

d) Implementation of Lesson Plans

- Coordinators must ensure that resource persons are well-prepared before delivering lectures.
- To ensure focus and time management, resource persons must prepare a lesson plan for their classes.

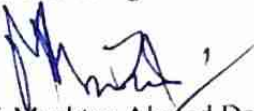
e) Regular Counselling

- Coordinators should remain available in their offices and over the phone to provide regular counselling to learners visiting the DDE.

f) Installation of Smart Boards

- Smart boards will be installed in the remaining classrooms at the main campus of the DDE to enhance the effectiveness and appeal of the learning environment.

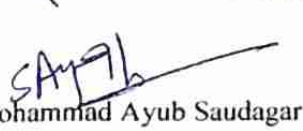
The meeting ended with vote of thanks to the chair.

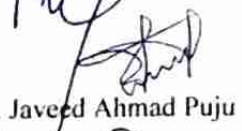

Prof. Mushtaq Ahmad Dar


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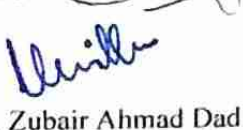

Dr. Mohammad Ayub Saudagar


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Prof. Tariq Ahmad Chishti
(Director)