

Reference No. NMIMS-CDOE/CIQA/01/2023-24

MINUTES OF THE FIRST MEETING OF THE CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) HELD ON 08-09-2023 AT 11.30 AM IN THE COMMITTEE ROOM OF THE UNIVERSITY

In the first meeting of CIQA for Ay 2023-24 was held on 08-09-2023, the following members were present:

1	Dr. Ramesh Bhat	Chairperson
2	Dr. Chandan Dasgupta	Head of three Departments or School of Studies offering recognized programmes in Open and Distance Learning and Online mode
3	Dr. Tohid T. Kachwala	
4	Dr. Priya Mary Mathew	Member
5	Dr. Deepak Gupta	Member
6	Dr. Pradeep Pai	Member
7	Dr. Arun Mohan Sherry	External Member (attended online) Two external experts of Open and Distance Learning and/or Online education -
8	Prof. Madhulika Kaushik	
9	Dr. Meena Chintamaneni	Member
10	Ms. Karuna Bhaya	Member
11	Dr. Brinda Sampat	Director CIQA Member Secretary

Mr. Ashish Apte, COE, NMIMS , was present as special invitee to provide their expert inputs.

Leave of Absence:

Leave of absence was granted to following member.

Dr. Yogesh Kulkarni , Professor, School of Business Management, NMIMS
(one of the Heads of three Departments or School of Studies offering recognized programmes in Open and Distance Learning and Online mode)

Welcome & Introductory remarks by the Chairman.

At the outset, Dr Ramesh Bhat, Vice Chancellor NMIMS, extended cordial welcome to the members and mentioned that quality is as much a matter of compliance as discipline. Further, Vice Chancellor advised that the emphasis of the committee should be:

- To improve overall quality of online and distance learning content
- To take feedback of students and enhance their learning process and experience
- To develop the professional excellence of faculty
- To aim for NAAC and AACSB accreditation in future

The CIQA meeting started with all present members introducing themselves as it was the first meeting for the academic year 2023-2024.

Thereafter, the following **Agenda items** were discussed and resolved in the meeting:

ITEMNo. 1	To appraise the Committee on the readiness of the programmes, in the online mode, that the Centre is planning to apply for UGC approval in the next cycle
1.1	<p>Programmes planned for Online mode and its readiness were shared with the members.</p> <ol style="list-style-type: none"> 1. Masters of Business Administration (MBA) 2. MBA - WX: Master of Business Administration (Working Executives) 3. BBA: Bachelor of Business Administration 4. B.Com: Bachelor of Commerce (Hons) <p>The brief of the Four-Quadrant approach was described with credit allocations of 1: 30 learning hours. Progress of asynchronous video content for the four programmes was informed to the members. The asynchronous content was prepared with the help of and in consultation with qualified (as per UGC norms) teachers of NMIMS. Guidelines of UGC DEB regarding quality norms were strictly adhered to in preparation of content.</p> <p>Asynchronous content of all the programmes have been updated and this was shown to the committee. Faculty and Student directed approaches were deliberated and its impact on the revision in existing faculty workload was presented.</p>

	Proposed Faculty Workload for ODL/OL programmes	Hours (in a AY)
A	Teaching: Minimum 6 courses of 4 credits each	72
B	Post My Query	42
C	Term Papers Question Bank preparation	40
D	SLM revision/ review/ preparation of lessons	60
E	Assignment/Project Evaluation	20
F	Extension work	30
G	Asynchronous Recordings: Minimum 6 courses of 4 credits each	120
H	Discussion Forums: Minimum 4 courses of 4 credits each	96
	Total	480
1.2	<p>Recommendations from the Committee: Regarding content development:</p> <ol style="list-style-type: none"> Consider referring to manual on preparing content on online learning (https://www.col.org/) Consider Open Educational Resources (OER) (https://www.saylor.org/) <p>Regarding faculty workload :</p> <ol style="list-style-type: none"> Quantify points for each of the tasks - project evaluations, QB creation, assignment evaluation, SLM review etc. Design for extension work to be defined. Number of extension work completed is to be quantified. Consider interchange of hours between synchronous and asynchronous component. Once approved, faculty orientation is a must so that they know well in advance how to manage their time. 	
1.3	<p>Action to be taken: A concept note for approval in revision of the existing workload has to be proposed for approval from central HR</p>	
ITEMNo. 2	<p>To appraise the Committee on the innovative student engagement practices introduced by the academic team.</p>	
2.1	<p>As student engagement is crucial for distance and online education. Some of the initiatives taken by the Center in this area were briefed to the members.</p> <ol style="list-style-type: none"> Webinar Series by CXOs and experienced professionals: Ignite2023 . topics like High Potential employees, employability of the students. Online tools: Padlets (Teachers day participation was apprised), Mentimeter, Jamboard Proposed virtual events were also discussed namely Online Soiree and Vox Populi Forum 	
ITEMNo. 3	<p>Enhancement of Assessment tools</p>	
3.1	<p>With the view about demographics of our learners, mostly working professionals, it was suggested to increase usage of</p> <ul style="list-style-type: none"> Case study methodology, Problem solving methodology, and Integrated assessments 	

3.2	<p>Recommendations from the Committee:</p> <ol style="list-style-type: none"> i. Increase the number of small statement type of questions to evaluate critical thinking, objective analysis and analytical thinking. ii. MCQ to be considered as non-graded component in asynchronous content section. ii. Consider assessment moderation process to ensure quality in assessments due to the high numbers of students
ITEMNo. 4	Recruitment of Faculty
4.1	Status of additional faculty recruitment was apprised. Workforce requirement for the content team was discussed to ensure quality asynchronous content is created.
ITEMNo. 5	Training and Development of Faculty
5.1	<p>FDP's conducted in the month of August 2023 were informed to members, which were on:</p> <ol style="list-style-type: none"> 1. Understanding online pedagogy 2. How to we increase student engagement in live sessions 3. Digital Bloom's Taxonomy <p>Calendar of future FDPs and staff training was presented as it is an integral part of norms and a part of the schools development activities.</p>
5.2	<p>Recommendations from the Committee:</p> <ol style="list-style-type: none"> 1. Consider integrating with SWAYAM I and II 2. Consideration of adding courses on SWAYAM was advised 3. Evaluation of SAMARTH platform was advised 4. Set guidelines for faculty members in terms of deliverables on portal. Academic deliverable turnaround time to be linked with workload completion and appraisals.
ITEMNo. 6	Quality Assurance Team
6.1	<p>Augmenting the present internal quality audit team to five members was proposed for the continuous evaluations of various academic deliverables so that the retention and learning experience of students is of high quality. It was informed to the members that the guidelines of QM (qualitymatters.org) will be considered as a benchmark by the internal quality audit team for compliance and benchmarking.</p> <p>Identifies areas:</p> <ul style="list-style-type: none"> • SLM • Video content • Student Engagement • Question Bank
6.2	<p>Recommendations from the Committee:</p> <p>Faculty members to be considered in assurance team for assessments</p>

ITEMNo. 7	Future Goals
7.1	<p>Future goals of the school was presented to the members namely;</p> <ul style="list-style-type: none"> • Prospects of launching more programmes in online mode • Global pathways to be created for students to have international degree • AACSB accreditation • eJournal of Distance and Online Education (NAAC parameter) • NEP 2020
7.2	<p>Recommendations from the Committee:</p> <ul style="list-style-type: none"> • eJournal to be considered to be named as eJournal of Open Learning or eJournal of Flexible Learning • Consideration of NEP guidelines, UGC guideline considering NEP and Online guidelines. • Based on the accreditation process respective guideline to be considered – NAAC, AACSB, NBA • Regularly examine UGC Manual of ODL and OL programs as they are regularly updated and revised
	<p>Next meeting It was proposed that next CIQA meeting be held on 10th February 2024</p>

The meeting ended with a vote of thanks by the Chair



Confirmed:
Dr. Ramesh Bhat
Vice Chancellor, NMIMS
Chairperson, CIQA



Dr. Brinda Sampat
Director, CIQA