

## MINUTES OF THE SECOND MEETING OF THE CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) HELD ON 22-02-2024 AT 11.30 AM IN THE CONFERENCE ROOM OF THE UNIVERSITY

In the second meeting of CIQA for AY 2023-24, which was held on 22-02-2024, the following members were present:

1	Dr. Ramesh Bhat, Vice Chancellor NMIMS Deemed University	Chairperson
2	Dr. Chandan Dasgupta, Professor, School of Business Management, NMIMS	Head of three Departments or School of Studies offering recognized programmes in Open and Distance Learning and Online mode Member
3	Dr. Tohid T. Kachwala Professor, School of Business Management, NMIMS	
4	Dr. Yogesh Kulkarni, Professor, School of Business Management, NMIMS	
5	Dr. Priya Mary Mathew, Director, NCDOE	Member
6	Dr. Deepak Gupta, Assistant Professor, Marketing, NCDOE	Member
7	Dr. Pradeep Pai, Deputy Director, NCDOE	Member
8	Dr. Arun Mohan Sherry, Director	External Member (attended online)
9	Prof. Madhulika Kaushik, Vice chancellor, Usha Martin University	Two external experts of Open and Distance Learning and/or Online education -
11	Ms. Karuna Bhaya, Finance Officer, NMIMS	Member
12	Dr. Brinda Sampat, Assistant Professor (IT), CODE	Director CIQA Member Secretary

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Dr. Sharad Mahaiskar, ProVC, NMIMS and Mr. Ashish Apte, COE, NMIMS were present as special invitees to provide their expert inputs.

Leave of Absence:

Leave of absence was granted to following member.

Dr. Meena Chintamaneni, Pro-Vice Chancellor, NMIMS

Welcome & Introductory remarks by the Chairman.

At the outset, Dr Ramesh Bhat, Vice Chancellor NMIMS, extended cordial welcome to the members and mentioned that agenda of the meeting is to showcase the readiness of four quadrants of the four programmes – MBA, MBA Wx, BBA and B.Com – to be offered in AY 2024-25.

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

ITEM No. 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>The academic operations and technical managers showcased the Four-Quadrants of some courses in the student portal. eTutorial, eLM, Self assessment quiz, Discussion Forum, academic schedule of synchronous session, mechanisms to handle students doubts and queries, grievance redressal process, assessment tools and grading mechanisms were discussed in details.</p> <p>Guidelines of UGC DEB regarding quality norms were strictly adhered to in preparation of content.</p> <ul style="list-style-type: none"> <li>• Institutional Eligibility</li> <li>• Programme Delivery ( Annexure 5,6,7)</li> <li>• Continuous improvement (Annexure 1)</li> <li>• Faculty and Student support (Annexure 2 and 4)</li> <li>• Grievances Redressal Mechanism</li> <li>• Assessment and Evaluation ( Annexure 8)</li> <li>• Reliable technology and infrastructure (Annexure 9)</li> <li>• Student engagement and participation(Annexure 10)</li> </ul> <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>
1.2	<p><b>Recommendations from the Committee:</b></p> <p>Regarding content development:</p> <ol style="list-style-type: none"> <li>i. Use alumni in industry to record some of the specific topics for lecture subjects.</li> <li>ii. Train faculty members on using OER.</li> </ol>
1.3	<p><b>Action to be taken:</b> Alumni network to be mobilized and FDP to be arranged for OER usage.</p>

2.1	Director, NCDOE made presentation highlight action taken on observations (like Appointment of Director, CIQA composition and meetings, Complaint Redressal Committee (CRC), Eligibility criteria, fee) made by UGC committee members who had visited NCDOE last year.
2.2	<b>Recommendations from the Committee:</b> <ul style="list-style-type: none"><li>i. Increase the number of small statement type of questions to evaluate critical thinking, objective analysis and analytical thinking.</li><li>ii. MCQ to be considered as non-graded component in asynchronous content section.</li><li>iii. Consider assessment moderation process to ensure quality in assessments due to the high numbers of students</li></ul>

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