



MINUTES OF THE MEETING OF THE CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) HELD ON 9th July 2024 AT 11.00 AM IN THE CONFERENCE ROOM#2 OF THE UNIVERSITY

In the first meeting of CIQA for AY 2024-25 was held on 09-07-2024, 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.
3	Dr. Tohid T. Kachwala, Professor, School of Business Management, NMIMS	
4	Dr. Priya Mary Mathew	Director - NCDOE
5	Dr. Vikas Gaundare, Assistant Professor, NCDOE	Member
6	Dr. Pradeep Pai, Deputy Director, NCODE	Member
7	Dr. Arun Mohan Sherry, IIIT, Director	External Member (attended online)
8	Prof. Madhulika Kaushik, Vice Chancellor, Usha Martin University, Ranchi	Two external experts of Open and Distance Learning and/or Online Education
9	Dr. Meena Chintamaneni, Pro-Vice Chancellor, NMIMS	Member
10	Ms. Karuna Bhaya, Finance Officer, NMIMS	Member
11	Dr. Brinda Sampat, Associate Professor (IT), NCDOE	Director CIQA, Member Secretary

SVKM'S

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Mr. Ashish Apte, COE, NMIMS and Mr. Rajiv Shah, CEO, NCDOE were present as special invitees to provide their expert inputs.

Leave of Absence:

Leave of absence was granted to the following member.

Dr. Yogesh Kulkarni, Professor, Shobhaben Pratapbhai Patel School of Pharmacy & Technology Management, NMIMS

(one of the Heads of three Departments or School of Studies offering recognized programmes in Open and Distance Learning and Online mode)

Agenda item # 1: Welcome and Introductory remarks by the Director-CIQA.

At the outset, Dr Brinda Sampat, Vice Chancellor NMIMS, extended a cordial welcome to the members and presented the report on academic and quality improvement initiatives in NCDOE.

Agenda item # 2: Matters arising out of the Minutes of the last CIQA Committee meeting – Action Taken Report

The CIQA Committee of NCDOE noted the Action Taken Report presented. The members acknowledged and appreciated the efforts of the team.

Agenda item # 3: Reporting of matters related to compliance as per UGC regulations 2020 – Action Taken Report

The NCDOE team presented the following initiatives they took to strengthen the

- Faculty and staff capacity
- SLM creation
- Student engagement with content in LMS
- CLOF attainment across pedagogy and assessment
- Student feedback

Recommendations :

The committee members appreciated the tremendous efforts taken and recommended the following:

- i) Develop capacity of teachers in action learning, use of role play in synchronous session, , competency based decision making assessments. This will enhance the quality of assessments.
- ii) Case studies can be used to assess more than one CLOs in the term end exam.

- iii) Add soft skills, employability skills like Team building, empathy, Conflict management etc as extra curricular content for your learners. These are beneficial for working professionals.
- iv) Training on tips for assessing the quality of OER
- v) Convert final semester projects by students into papers where the mentor can co-author with students
- vi) Create informal communities to encourage peer-to-peer mentoring because NCDOE students are from various industries and can benefit from each other.
- vii) Develop quality assurance for online course.
- viii) Present the research work undertaken by faculty in the upcoming meeting.
- ix) Equip the NCDOE team with Digital Education Polict 2020.
- x) Analyse the question papers of past years and how students performed in those questions. This will help in improving assessment tools and grading processes. The data can be fed into teaching also.

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