

June 10 2022

**Proceedings of the Third meeting of Centre for Internal Quality Assurance (CIQA) Committee**

Third Meeting of the Centre for Internal Quality Assurance (CIQA) at the Centre for Open and Distance Learning Programmes and Online Programmes, Yenepoya (Deemed to be University) held on 10<sup>th</sup> June at 2pm.

The following members were present.

1.	Chairperson	Dr. M. Vijayakumar
2.	Member 1	Dr.Jeevan Raj
3.	Member 2	Mr.Narayana Sukumara A
4.	Member 3	Ms.Jamuna K M
5.	Member 4	Mr Mahammad Shahid
6.	Member 5	Ms Neekshitha Shetty
7.	Member 6	Dr.Rathnakara Shetty P
8.	Member 7	Mr. Sharath Kumar Shetty
9.	Member 8	Dr Sujay Nair
10.	Member 9	Dr. Gangadhara Somayaji K.S.
11.	Member 10	Dr. B.T. Nandish
12.	Member 1 1	Mr Mahammad Bava
13.	Member Secretary	Dr Shareena P

The chairman welcomed all the members to this committee and explained the objectives of the committee and briefly introduced the members and their credentials. After that, the following Agendas were discussed:

Sl. No.	Agenda and Resolution
Agenda 1	Approval of the minutes of Second CIQA Committee meeting.
Resolution	The Committee approved the minutes of Second CIQA meeting and endorsed the decision taken by the members.
Agenda 2	Discussion on the issuing the notification with the dates for scheduling the semester end examination for the B.Com programme offered through online mode.
Resolution	All the Committee members agreed for the examination dates to be notified by the Controller of Examination.

Agenda 3	Review on the progress of classes engaged through online mode.
Resolution	The review process regarding syllabus completion was informed to the committee members.
Agenda 4	Discussion on attendance and eligibility status of students in order to write the semester examinations.
Resolution	All committee members reviewed the eligibility status and approved the same.

The meeting concluded with a vote of thanks offered by the Member Secretary.

*Shareena P*  
*10/06/22*

Dr.Shareena P  
Member Secretary  
CIQA