

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

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 10th July 2021 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 11	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	Briefing the UGC-DEB(ODL/OL) regulations, 2017 and its amendments
Resolution	UGC-DEB(ODL/OL) Regulations 2017 with its amendments were discussed.
Agenda 2	Briefing the Approval received for B.Com Online Programme and objectives of the establishment of CIQA
Resolution	All the members were briefed about the approval received from UGC –DEB for B.Com Programme through online mode and members were sensitized to the objectives of the establishment of CIQA
Agenda 3	Briefing of quality assurance mechanism for Online Programmes of the Centre

Resolution	All the members were informed about the quality assurance mechanism of the University as per the UGC –DEB (ODL/OL) Regulations 2017. Respective Experts, coordinators and the curriculum team were assigned the responsibility of preparing the PPR, Examination Manual, Learning support system and Delivery of Online Programme and submitting the same to CIQA for further suggestions and enhancement from the CIQA members.
Agenda 4	Review reports of curriculum and content developed for Online Programmes by the Centre
Resolution	The review process regarding curriculum development and content development was informed to the committee members and the review process shall be carried out by the Centre for ODL/OL Programmes.
Agenda 5	Review reports of SLM developed by the Experts
Resolution	SLM developed by the Experts will be reviewed by CIQA members and the reports will be submitted.
Agenda 6	Provide CIQA information on the University website on a regular basis
Resolution	All committee members agreed to submit all necessary details regarding CIQA to upload the same in the website.
Agenda 7	To establish Coordination Department and technical department for the development of SLM and Integration of ICT.
Resolution	All the committee members agreed to establish a coordination Department for developing SLM and integration of ICT with the coordination of the Centre.
Agenda 8	Strategic plan for the year and implementation at the Centre and submit a copy to CIQA for further process.
Resolution	All the committee members agreed to prepare strategic plans and submit reports to CIQA .
Agenda 9	To develop and strengthen feedback mechanisms by all the concerned departments to collect feedback from various stakeholders.
Resolution	All committee members agreed to strengthen a feedback mechanism and to create an ICT-based feedback form for various stakeholders for the quality improvement process.
Agenda 10	To maintain a record of all activities undertaken at the Centre for ODL/OL and submit the report to CIQA.
Resolution	All committee members agreed to prepare the report of all the activities undertaken at the Centre for ODL/OL and submit a copy to CIQA.

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

Shareena P
11/07/2021
 Dr.Shareena P
 Member Secretary
 CIQA