

01/12/2021

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

Second 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 01st December 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

Member Secretary, CIQA welcomed all the members for the meeting and initiated the discussions.

No.	Agenda and Resolution
Agenda 1	Approval of the Minutes of first CIQA Committee meeting .
Resolution	The committee approved the minutes of first CIQA meeting and endorsed the decisions taken by the members.
Agenda 2	Review on student admission
Resolution	The details of the 11 students enrolled for the B.Com Online Programme were briefed to the CIQA members.
Agenda 3	Review and approval of SLM and Lesson Plans of first semester courses.
Resolution	SLM and Lesson Plans of first-semester courses were reviewed and approved by the CIQA members.
Agenda 4	Review and approval of the Review reports of curriculum and content developed for Online Programmes by the Centre

Resolution	The review reports of curriculum development and content development was informed to the committee members and the same has been reviewed and approved by the CIQA members.
Agenda 5	Approval of Academic calendar drafted by the Centre
Resolution	CIQA members reviewed the academic calendar for the July 2021 batch and approved the same.
Agenda 6	Approval of the 15/12/2021 as the Commencement date of the First semester of first batch of B.Com online programme recommended by the Centre
Resolution	CIQA members approved the commencement date of the first semester (15/12/2021) finalized by the Centre.
Agenda 7	Induction Programme and Counselling of the Students of B.Com Online Programme
Resolution	Committee members were informed about the induction programmes and counselling which will be carried out for one week from 15/12/2021.
Agenda 8	Monitoring and evaluation of LMS and student attendance.
Resolution	CIQA members suggested measures to monitor and evaluate the LMS, student access, discussion forums and student attendance.
Agenda 9	Approval of the date for the release of graded through in LMS.
Resolution	15 th March 2022 was finalized to release the graded assignments in the LMS and the same was approved by CIQA members.
Agenda 10	Uploading the Self Learning Materials to the LMS
Resolution	Committee members were informed about the SLM made available to the students in the Portal .
Agenda 11	Approval of Examination Committee constituted by the Centre for the Semester End Examination which will be held in the month of July 2022.
Resolution	CIQA members approved the Examination committee constituted by the Centre to monitor and oversee the proctored semester-end examination which will be conducted in the month of July 2022.

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

Shareena P
02/12/21
 Dr.Shareena P
 Member Secretary
 CIQA