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ACTION TAKEN REPORT**First Meeting of the Centre for Internal Quality Assurance (CIQA)
For the Academic Year 2024-25 held on 6th September 2024****As approved in meeting of Centre for Internal Quality Assurance dated 15.10.2024**

Sr. No.	Agenda Item	Action Taken Report
1.	Granting leave of absence.	All members were present; no leave of absence was requested or granted.
2.	To note the Objective and Functions of the Centre for Internal Quality Assurance (CIQA) as prescribed under the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.	The Objectives and Functions of CIQA, as outlined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, were presented before the members. The members noted the same and took it on record for further implementation.
3.	To brief members about policy for Online Education and to take the same on record.	Noted that the University has formulated and adopted the Policy for Online Education in accordance with the provisions of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and the policy ensures quality assurance, regulatory compliance, and equivalence in academic standards and learning outcomes with conventional programs.
4.	To present and discuss the Quality Assurance Guidelines of Learning Material in Multiple Media and Curriculum and Pedagogy as per Annexure VI of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.	After reviewing the Quality Assurance Guidelines of Learning Material in Multiple Media and Curriculum and Pedagogy as per Annexure VI of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, the resolution was passed to take following Quality Assurance Measures. <ul style="list-style-type: none"> • To develop and implement a structured Content Review Framework with defined review parameters and periodicity to further ensure compliance with Annexure VI & VII of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. • To organize faculty development sessions and/or Capacity Building Workshop on digital pedagogy, content development, and effective online assessment strategies. • To ensure features of Learning platform (in case of non-SWAYAM platform) are complying the criteria mentioned under Annexure-IX of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

[Signature]

**CHAIRMAN'S
INITIALS**

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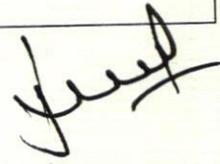
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		<ul style="list-style-type: none"> To organize the orientation programs for Faculty and Administrative staff on the use of Learning Management System Platform. To obtain the feedback from various stakeholders like Student, Faculty members and Industry experts on the various parameters of development and delivery of online programs. To take appropriate action on the feedback obtain from various stakeholders. To review the policies developed for Online Programs and to recommend appropriate amendments/ modifications from time to time.
5.	To review and take on record the Program Educational Objectives (PEOs), Programme Outcomes (POs), and Program Specific Outcomes (PSOs) for 3-year Online Bachelor of Business Administration (BBA) program.	The PEOs, POs, and PSOs for the 3-year Online Bachelor of Business Administration (BBA) program were presented. The members reviewed and noted that they are aligned with regulatory standards. The same were taken on record.
6.	To review and take on record the Program Educational Objectives (PEOs) and Program Outcomes (POs) 2-year Online Master of Business Administration program.	The PEOs and POs for the 2-year Online Master of Business Administration (MBA) program were reviewed. The members acknowledged that they comply with academic quality benchmarks and align with professional and regulatory expectations. The same were taken on record.
7.	To take on record the course code logic for Courses being offered under 2 years MBA & 3 years BBA program.	The Chairperson informed the members that the Online Programs will follow the same course codes as the on-campus programs, with the prefix "OL" added to indicate the online mode. This approach ensures uniformity, clarity in academic records, and consistency across delivery modes. The same was taken on record.
8.	To discuss and propose the constitution of Content Review Committee (CRC).	Composition order of Content Review Committee has been issued dated 8 th September 2024 and same is annexed in Annexure 1. The first meeting of the Content Review Committee was held on 17 th September 2024 in which members were briefed about the objectives and functions of Content Review Committee and discussed the first phase of e- content development in accordance with University Grants Commission (Open & Distance Learning Programmes and Online Programmes) Regulations, 2020.

Date: 15.10.2024

Place: Mumbai


 Chairperson

CHAIRMAN'S INITIALS	
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