

Date: 29.08.2024

**FIRST MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)**

**FOR A.Y. 2024-25**

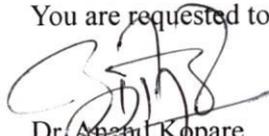
**NOTICE**

Notice is hereby given that the first meeting of the Centre for Internal Quality Assurance (CIQA) of ATLAS SKILLTECH UNIVERSITY for Academic Year 2024-25 shall be held on 6<sup>th</sup> September 2024, at 1:00 P.M. in the Board Room, Tower 1, Equinox Business Park, Off. Bandra Kurla Complex (BKC), L.B.S. Marg, Kurla (West), Mumbai – 400070.

Please find below the agenda for the meeting for your ready reference:

| <b>Sr. No.</b> | <b>AGENDA</b>  |
|----------------|--|
| 1.             | Granting leave of absence.   |
| 2.             | To take on record the composition of CIQA.   |
| 3.             | To note the objectives 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.   |
| 4.             | To brief members about Policy on Online Education adopted by the University and to take the same on record.  |
| 5.             | 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.               |
| 6.             | To propose the composition of the Content Review Committee for ensuring the compliance of the E-Learning Materials with as per Annexure-VI and Annexure-VII of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. |
| 7.             | 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.  |
| 8.             | To review and take on record the Program Educational Objectives (PEOs) and Program Outcomes (POs) 2-year Online Master of Business Administration program.   |
| 9.             | To take on record the course code logic for the courses offered under Online 2-year Master of Business Administration (MBA) and Online 3-year Bachelor of Business Administration (BBA) programmes through the Centre for Distance and Online Education (CDOE).                  |
| 10.            | Any other matter with the permission of Chair.   |

You are requested to kindly make it convenient to attend the same.



Dr. Anand Kopare

Member Secretary - Centre for Internal Quality Assurance

To: All members of the Centre for Internal Quality Assurance

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**MINUTES OF THE FIRST MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) FOR THE ACADEMIC YEAR 2024-25 HELD ON 6<sup>th</sup> SEPTEMBER 2024 AT 1:00 P. M. AT THE BOARD ROOM AT TOWER 1, EQUINOX BUSINESS PARK, OFF. BANDRA KURLA COMPLEX (BKC), L.B.S MARG, KURLA (WEST), MUMBAI – 400070.**

**Members Present:**

1. Dr. Rajan Welukar
2. Dr. Kajal Chheda
3. Dr. Zuleika Homavazir
4. Dr. Varsha Agarwal
5. Dr. Priya Harikumar
6. Dr. Simarjeet Makkar
7. Prof. Bineet Desai
8. Dr. Mandar Bhanushe
9. Dr. Mangesh Kadam
10. Prof. Heena Thakkar
11. Mr. Subodh Khanna
12. Dr. Debashish Ray
13. Dr. Anand Kopare

**Special Invitee:**

1. Dr. Deepak Gupta

Dr. Rajan Welukar was requested to chair the meeting. He occupied the Chair, as requested by all members and welcomed the committee members and special invitee to the meeting.

**1. Granting leave of absence:**

All members have attended the meeting hence no leave of absence of requested and granted. The quorum was present.

**2. To note the Objectives 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 Chairperson also informed the members about the establishment of the Centre for Distance and Online Education (CDOE) and the online programs proposed to be offered through it, i.e., the 3-year Bachelor of Business Administration (BBA) program and the 2-year Master of Business Administration (MBA) program.

The Chairperson apprised the members that the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 clearly defines the objective of Centre for Internal Quality Assurance (CIQA) i.e. to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the Higher Educational Institution are of acceptable quality and further improved on continuous basis.

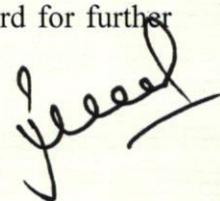
The Chairperson further briefed the members about the functions of the Centre for Internal Quality Assurance (CIQA) as stated under said regulations and as mentioned below:

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- i. To maintain quality in services provided to learners.
- ii. To undertake self-evaluative and reflective exercises for continuous improvement across all systems and processes of the Higher Educational Institution.
- iii. To identify key areas in which the Institution must maintain and enhance quality.
- iv. To establish mechanisms ensuring that the quality of Open and Distance Learning and Online programmes is at par with the corresponding conventional programmes.
- v. To develop mechanisms for interaction with stakeholders—learners, teachers, staff, parents, society, employers, and Government—and obtain feedback for quality improvement.
- vi. To recommend measures for qualitative improvement to the authorities of the Institution.
- vii. To support implementation of recommendations through periodic reviews.
- viii. To organize workshops, seminars, and symposiums on quality-related themes, ensure stakeholder participation, and disseminate the outcomes of such activities.
- ix. To develop, collate, and disseminate best practices that lead to quality enhancement in services to learners.
- x. To collect, compile, and share accurate, complete, and reliable statistics regarding programme quality.
- xi. To ensure that Programme Project Reports for each programme comply with the norms and guidelines prescribed by the Commission and other applicable regulatory authorities.
- xii. To establish mechanisms to ensure effective implementation of Programme Project Reports.
- xiii. To maintain records of the Institution's Annual Plans and Annual Reports, review them periodically, and generate actionable insights.
- xiv. To provide inputs for restructuring programmes to enhance relevance to the job market.
- xv. To facilitate system-based research aimed at creating a learner-centric environment and bringing qualitative improvements across the system.
- xvi. To function as the nodal coordinating unit for assessment and accreditation by bodies such as NAAC.
- xvii. To adopt measures ensuring internalization and institutionalization of quality enhancement through periodic accreditation and audit.
- xviii. To coordinate between the Institution and the Commission regarding quality-related initiatives or guidelines.
- xix. To collect and share information on quality benchmarks, parameters, and best practices from other Higher Educational Institutions.
- xx. To record the activities undertaken on quality assurance in the form of an Annual Report of the Centre for Internal Quality Assurance.
- xxi. It shall be mandatory for the Centre for Internal Quality Assurance to submit its Annual Report to the statutory authorities or bodies of the Higher Educational Institution at the end of each academic session. A copy of the report, in the format prescribed by the Commission and duly approved by the statutory authorities of the Institution, shall also be submitted annually to the Commission.

The members deliberated on the above points and took the same on record for further implementation.



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**4. To brief members about policy for Online Education adopted by the University and to take the same on record:**

The Chairperson informed the members that the Policy for Online Education has been formulated and adopted in alignment with the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. The Policy is structured as per the prescribed framework and includes the following key components: Standards and Compliance Requirements; Four-Quadrant Approach for Online Learning; Required Academic, Administrative, and Technical Components; Curricular, Assessment, and Credit Framework; Assessment Mechanisms; Technological Interface and Interoperability; Provisions for Professional Online Courses/Programmes; Enrolment Requirements; Learner Authentication; Learner Engagement; Course Mentor Skills; Learner Support Services and e-Learning Materials; Security Protocols; Quality Assurance Mechanisms; Faculty and Staff Requirements; Plagiarism Policy; Evaluation and Grading System; Credit Framework; and Periodic Review.

It was highlighted that the Policy outlines comprehensive procedures for the design, development, delivery, and evaluation of online programmes, ensuring compliance with academic standards, regulatory requirements, governance structures, and quality benchmarks specified by the UGC.

The members noted that policy ensures that online programmes maintain academic rigor, learning outcomes, and evaluation processes with programmes offered in the conventional mode, while simultaneously enhancing flexibility, accessibility, and learner-centeredness.

**5. 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:**

The Chairperson presented before the members the Quality Assurance Guidelines related to development, review, and delivery of learning material in multiple media formats, as outlined in Annexure VI of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. The members were apprised that these guidelines emphasize the need for learning resources to be pedagogically sound, academically rigorous, accessible, engaging, and aligned with the Outcome-Based Education (OBE) framework. It was highlighted that instructional design standards, accessibility compliance, copyright adherence, and a periodic content review cycle are to be ensured for maintaining quality and consistency across courses.

The members acknowledged that curriculum and pedagogy in the Online Mode must promote active learner engagement, conceptual understanding, meaningful interaction, and continuous formative assessment aligned with regulatory expectations and institutional quality benchmarks.

After reviewing the guidelines, the members deliberated on the various quality assurance measures to be undertaken by CIQA and passed the following resolution:

**“RESOLVED THAT** the approval for undertaking quality assurance measures as mentioned below be & is hereby given by the members of the Centre for Internal Quality Assurance (CIQA):

- 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.

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- 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.
- 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.

**RESOLVED FURTHER THAT** a certified copy of this resolution may be furnished to the concerned person(s) and/or authorities for giving effect to this resolution, under the hands of the Chairperson or Authorized Person of the CIQA”

**6. To propose the composition of the Content Review Committee as Quality Assurance measure:**

In continuation of the quality assurance measure adopted in the previous agenda item, the Chairperson proposed the composition of the Content Review Committee (CRC) to ensure compliance with Annexure VI & VII of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

It was highlighted that the proposed committee would be responsible for ensuring that all e- learning material developed for online programs is aligned with regulatory framework. The Committee would also verify that the content meets accessibility and inclusivity requirements, adheres to copyright and plagiarism policies, and reflects the Four-Quadrant Approach prescribed by the said regulations.

Further, the Chairperson highlighted that this committee would not only evaluate the quality, accuracy, and relevance of materials but also ensure periodic review and updating in accordance with emerging industry practices, academic developments, and feedback received from stakeholders from time to time.

**“RESOLVED THAT** the composition of the Content Review Committee under the Chairmanship of the Director, Centre for Distance and Online Education (CDOE), comprising the Director, Centre for Internal Quality Assurance (CIQA), an External Expert, and Senior Faculty Members.

**RESOLVED FURTHER THAT** the same is recommended to the Academic Council for noting.

**RESOLVED FURTHER THAT** a certified copy of this resolution may be furnished to the concerned person(s) and/or authorities for giving effect to this resolution, under the hands of the Chairperson or Authorized Person of the CIQA”

**7. 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:**

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The Chairperson presented the Program Educational Objectives (PEOs), Programme Outcomes (POs) and Program Specific Outcomes (PSOs) for 3-year Online Bachelor of Business Administration (BBA) program to be offered through Centre for Distance and Online Education. The details of the same are as annexed in Annexure 1.

He apprised the members that Program Educational Objectives (PEOs), Programme Outcomes (POs) and Program Specific Outcomes (PSOs) presented for 3-year Online Bachelor of Business Administration (BBA) program are same as that of 3-year Bachelor of Business Administration (BBA) program offered on campus.

He further informed the members that the outcomes have been formulated to clearly represent the competencies, knowledge, skills, and professional attributes expected from learners upon completion of the program. The members acknowledged that the PEOs, POs, and PSOs are aligned with the regulatory requirements and are benchmarked to maintain academic quality, relevance, and coherence with the institution's objectives and national higher education standards.

After careful review, the members noted the same.

**8. To review and take on record the Program Educational Objectives (PEOs) and Program Outcomes (POs) 2-year Online Master of Business Administration program:**

The Chairperson presented the Program Educational Objectives (PEOs) and Programme Outcomes (POs) for 3-year Online Bachelor of Business Administration (BBA) program to be offered through Centre for Distance and Online Education. The details of the same are as annexed in Annexure 2.

The Chairperson apprised the members Program Educational Objectives (PEOs) and Programme Outcomes (POs) for the 2-year Master of Business Administration (MBA) program. He further apprised the members that these outcomes are same as that of 2-year MBA program offered on campus.

The members were apprised that these outcomes have been thoughtfully structured to ensure that the program develops advanced managerial proficiency, leadership abilities, analytical competence, and ethical conduct expected of its graduates.

The members also noted that the POs and PEOs are consistent with the regulatory guidelines and are designed to maintain academic rigor, adhere to outcome-based education standards, and ensure alignment with contemporary industry and professional requirements.

The members took note of the same.

**9. To take on record the course code logic for the courses offered under Online 2-year Master of Business Administration (MBA) and Online 3-year Bachelor of Business Administration (BBA) programmes through the Centre for Distance and Online Education (CDOE):**

The Chairperson informed the members that the course code structure for the Online Programs has been formulated to ensure uniformity and academic coherence across all modes of delivery.

It was further informed that the course codes for the Online Mode shall remain the same as those used for the corresponding on-campus (offline) programs, with the addition of a prefix "OL" before the existing course code to distinguish the mode of delivery.

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This standardized coding system will facilitate ease of reference, consistency in academic records, and alignment with the University's data management and reporting framework.

After due consideration, the members took the same on record.

There being no further matters for discussion, the meeting concluded with a vote of thanks.



Chairperson

Date: 11.09.2024

Place: Mumbai

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Annexure 1Program Educational Outcomes (PEOs), Programme Outcomes (POs) and  
Program Specific Outcomes (PSOs) for 3-year Bachelor of Business  
Administration programProgram Educational Objectives (PEOs):

**PEO1:** (Leadership and Management) Exhibit leadership qualities and the ability to manage teams and projects, with an emphasis on ethical decision-making, communication skills, and adaptability.

**PEO2:** (Ethical and Social Responsibility) Embrace ethical values and social responsibility to make responsible business decisions that benefit both organizations and society.

**PEO3:** (Global Perspective) Will understand the global business environment, its cross-cultural challenges, and opportunities, and develop competencies to operate in an international context.

First Year: Undergraduate Certificate in Business Administration

1. To conceptualize and appreciate theoretical knowledge of management domain.
2. To appreciate the importance of effective communication skills in presenting opinions and ideas.
3. To nurture an ability to articulate a business environment
4. To identify a problem with the help of data and logical thinking

Second Year: Undergraduate Diploma in Business Administration

1. To describe the theoretical domain knowledge along with the managerial skills
2. To develop effective communication skills and logical thinking.
3. To learn and demonstrate professional conduct
4. To appreciate the importance of group work culture.
5. To develop an ability to innovate and creative thinking.

Third Year: Bachelor of Business Administration (BBA)

1. To exhibit factual and theoretical knowledge of management in general and business in particular.
2. To critically evaluate and analyse Indian and global business environments in different contexts.
3. To recognize their role as a manager, entrepreneur and a leader in a business management
4. To be an effective communicator to present opinions, ideas based on critical thinking, analysis and logical reasoning.
5. To conduct and demonstrate professional and ethical behaviour.

Program Specific Outcomes (PSOs):

**PSO1:** Understand and interpret financial statements and data to make informed financial decisions.

**PSO2:** Demonstrate a comprehensive understanding of marketing concepts, theories, and models.

**PSO3:** Demonstrate proficiency in data collection, cleaning, and transformation

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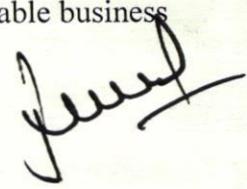
**PSO4:** Demonstrate analytical and conceptual understanding of economic theories and quantitative tools to evaluate business environments, interpret economic trends, and make data-informed decisions for strategic business and policy outcomes.

**PSO5:** Demonstrate proficiency in designing and implement data-driven human resource practices, to drive organizational effectiveness and enhance the employee experience.

**PSO6:** Develop the skills to design, manage, and improve data-driven operations and supply chains for greater efficiency and agility.

**PSO7:** Demonstrate entrepreneurial thinking by identifying opportunities, validating ideas, building MVPs, and scaling ventures with innovation & resilience.

**PSO8:** Demonstrate the ability to leverage AI and emerging technologies for data-driven decision-making, lead digital transformation, and develop ethical, sustainable business solutions.



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Annexure 2Program Educational Objectives (PEOs) and Programme Outcomes (POs) for 2-year Master of Business Administration (MBA) programProgramme Educational Objectives (PEOs):

**PEO1: (Leadership and Management)** exhibit leadership qualities and the ability to manage teams and projects, with an emphasis on ethical decision-making, communication skills, and adaptability.

**PEO2: (Ethical and Social Responsibility)** embrace ethical values and social responsibility to make responsible business decisions that benefit both organizations and society.

**PEO2: (Global Perspective)** will understand the global business environment, its cross-cultural challenges, and opportunities, and develop competencies to operate in an international context.

Program Outcomes (POs):FYMBA:

- **PO1:** Apply knowledge of management theories and practice to solve business problems.
- **PO2:** Foster analytical and critical thinking abilities for data-based decision making.
- **PO3:** Ability to develop value-based leadership ability by promoting social responsibility and sustainable business practices.
- **PO4:** Ability to understand, analyse and communicate global economic, legal & ethical concepts of business.

SYMBA:

- **PO1:** Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.
- **PO2:** Utilize technology tools and software for data analysis, business communication, and decision support.
- **PO3:** Enhance communication and presentation skills to prepare graduates for a diverse career landscape in the 21st century
- **PO4:** Acquire competencies to engage in life-long learning and demonstrate effort to continuously innovate and create breakthrough management practices.

