

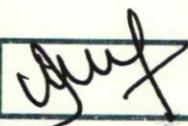
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ACTION TAKEN REPORT**First Meeting of the Centre for Internal Quality Assurance (CIQA)****For the Academic Year 2025-26 held on 5th July 2025****As approved in meeting of the Centre for Internal Quality Assurance (CIQA) dated 19.08.2025**

Sr. No.	Agenda Item	Action Taken Report
1	Granting leave of absence, if any	All members were present; no leave of absence was requested or granted. Quorum was complete. Taken on record.
2	To confirm the minutes of the previous meeting	The Minutes of the Fourth Meeting of CIQA were reviewed, confirmed, and taken on record without any modifications.
3	To present and demonstrate the Learning Management System (LMS) proposed for offering Online Programmes through the Centre for Distance and Online Education (CDOE) and to consider the same for approval.	The Committee reviewed the Learning Management System (LMS) platform developed for the delivery of Online Programmes. The LMS provides an integrated digital environment for learners and faculty, supporting Self-Learning Materials (SLMs), e-tutorials, assessments, discussion forums, announcements, and assignments in accordance with the Four-Quadrant Approach prescribed under the UGC (ODL and Online Programmes) Regulations, 2020. Members appreciated the learner-centric design, user-friendly interface, analytical tools, and mobile compatibility. The Committee emphasized the need for continuous technical support, accessibility compliance, and user feedback integration. The LMS platform was approved for implementation, subject to periodic review and enhancement based on feedback and regulatory updates. It was further resolved that the same be recommended to the Academic Council for consideration and that

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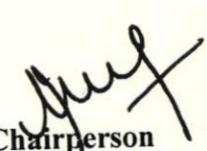
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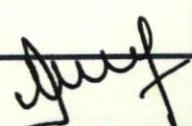
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		e-content and e-tutorials be uploaded post-approval for review by faculty, industry experts, and on-campus students. Certified copy to be furnished to concerned authorities.
4	To discuss timelines for completion of recording & editing and to finalize the schedule for uploading on the LMS.	The Committee reviewed the proposed timelines and process flow for recording, editing, and uploading e-content for Semester I & II of MBA and Semester I, II & III of BBA programmes. Responsibilities were assigned to respective stakeholders including faculty, content writers, internal and external experts, editors, and CRC members to ensure adherence to the approved workflow and quality benchmarks. After deliberation, the Committee approved the following timelines: (i) Completion of recording of all modules by 15th September 2025; (ii) Completion of editing and quality checks by 21st September 2025; (iii) Uploading of final e-tutorials on LMS by 30th September 2025. It was resolved that the CRC shall monitor progress, submit fortnightly status reports to CIQA, and ensure full compliance with UGC (ODL and Online Programmes) Regulations, 2020 and the Four-Quadrant Approach. Certified copy to be furnished to concerned authorities.

Date: 19.08.2025

Place: Mumbai


 Chairperson


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