

Date: 1.07.2025

FIRST MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)**FOR A.Y. 2025-26****NOTICE**

Notice is hereby given that the First Meeting of the Centre for Internal Quality Assurance (CIQA) of ATLAS SkillTech University for Academic Year 2025-26 shall be held on 5th July 2025, at 2:30 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:

Sr. No.	AGENDA
1	Granting leave of absence, if any.
2	To confirm the minutes of the previous meeting of CIQA.
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.
4	To discuss timelines for completion of recording & editing and to finalize the schedule for uploading on the LMS.
5	Any other matter with the permission of the Chair.

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


Dr. Arand Kopare

Member Secretary – Centre for Internal Quality Assurance (CIQA)

To: All Members of the Centre for Internal Quality Assurance (CIQA)

HELD AT _____

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MINUTES OF THE FIRST MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) FOR THE ACADEMIC YEAR 2025-26 HELD ON 5th JULY 2025 AT 10:30 A.M. AT THE BOARD ROOM, 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 and welcomed all members and special invitees to the meeting.

1. Granting leave of absence, if any.

It was noted that all members were present; hence no leave of absence was requested or granted. The quorum was complete.

2. To present and approve the Action Taken Report of the previous meeting:

The Chairperson presented the action taken report of the previous meeting and invited members to deliberate on the same.

The members after due deliberation, approved the same.

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 Chairperson initiated the discussion regarding the Learning Management System (LMS) proposed for delivering Online Programmes under CDOE. The members considered key parameters including scalability, user experience, integration with e-learning content, analytics and learner progress tracking, accessibility across devices, data privacy and security, assessment mechanisms, and proctored examination features.

Dr. Deepak Gupta provided a demonstration of the in-house developed LMS. It was noted that the platform supports the Four-Quadrant Approach prescribed under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, ensuring structured delivery of e-tutorials, e-content, discussion forums, live interactive

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sessions, and assessments. The members further noted that the LMS meets the compliance requirements outlined under Annexure 9 of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

The members were also apprised that the Centre for Internal Quality Assurance (CIQA) had reviewed the LMS against various Quality parameters like academic quality, content delivery, learner engagement, monitoring, assessment integrity, and support features. CIQA confirmed that the LMS meets the required quality benchmarks for Online Programme delivery.

After detailed discussion, the following resolution was passed unanimously:

“RESOLVED THAT the in-house developed Learning Management System proposed for offering Online Programmes through the Centre for Distance and Online Education (CDOE), as recommended by the Centre for Internal Quality Assurance (CIQA), found compliant with the requirements prescribed under Annexure IX of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, be and is hereby approved by the members of the Centre for Internal Quality Assurance Cell.

RESOLVED FURTHER THAT the same is recommended to the Academic Council for further consideration.

RESOLVED FURTHER THAT a certified copy of this resolution be furnished to the concerned authorities for necessary action, under the signatures of the Chairperson or any other person duly authorized by the Centre for Internal Quality Assurance Cell.”

3. To discuss timelines for completion of recording & editing and to finalize the schedule for uploading on the LMS.

The Member Secretary briefed the members on the status of recording and editing of e-tutorial. It was highlighted that the process should align with the existing Content Development Workflow, and each stakeholder must adhere to their assigned responsibilities:

- a. **Faculty / Course Coordinator:** To initiate and coordinate overall course recording and editing, ensuring alignment with curriculum and programme outcomes.
- b. **Unit Writers / Subject Experts:** To finalize scripts and unit outlines in SLM format before recording begins.
- c. **Internal Expert:** To review recorded sessions for academic rigor and relevance.
- d. **External Expert:** To review content quality, clarity, and appropriateness post-recording.
- e. **Content Review Committee (CRC):** To evaluate recorded and edited sessions for learner-centricity and UGC compliance.
- f. **Language Editor:** To ensure language correctness and learner-friendly tone during editing.
- g. **Instructional Designer (Optional):** To adapt content for self-learning mode by adding activities, summaries, and learner aids.
- h. **Technical Editor:** To ensure standardisation of formats, figures, images, and references before LMS upload.
- i. **Proofreader / Assisting Staff:** To perform final checks on edited content before release.
- j. **Secretarial / Administrative Staff:** To handle scheduling, documentation, and coordination of the entire recording-editing-upload cycle.

After deliberations, the following timelines for as mentioned below and passed the following resolutions unanimously:

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Sr. No.	Activity	Deadline
1	Completion of recording of all modules	15 th September 2025
2	Completion of editing and quality checks	21 st September 2025
3	Uploading of final e-tutorial on LMS	30 th September 2025

“RESOLVED THAT the timelines for completion of recording, editing, and uploading of e-content for Semester 1 & 2 of MBA and Semester 1, 2 & 3 of BBA programmes be and are hereby approved as follows:

- Completion of recording of all modules by 15th September 2025
- Completion of editing and quality checks by 21st September 2025
- Uploading of final e-tutorial on LMS by 30th September 2025

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

No additional matters were raised. The Chair concluded the meeting with a vote of thanks to all members present.

Date: 08.07.2025

Place: Mumbai


Chairperson

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