SECOND MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

FOR A.Y. 2024-25

NOTICE

Notice is hereby given that the Second Meeting of the Centre for Internal Quality Assurance (CIQA) of ATLAS SKILLTECH UNIVERSITY for the Academic Year 2024-25 shall be held on 15th October 2024, at 11:00 A.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 present and approve the Action Taken Report of the previous meeting.
3.	To present and consider Content Compliance Standards and Evaluation Parameters for Online Programmes as per UGC Regulations, 2020 and as recommended by the Content Review Committee.
4.	To discuss and consider the draft of the Policy on Content Development for Online Programs (based on Four-Quadrant Approach) prepared in accordance with the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.
5.	To discuss and finalize first phase of Content Development for Online Programmes and as recommended by the Content Review Committee.
6.	To plan the Capacity-Building Workshop on Content Development for faculty members.
7.	To discuss and consider identification of Learning Management System Platform for offering the Online programs through Centre for Distance and Online Education.
8.	To discuss and define the roles and responsibilities of the Centre for Distance and Online Education (CDOE) and the Centre for Internal Quality Assurance (CIQA) for the identification and operationalization of the Learning Platform.
9.	To discuss the 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 Centre for Internal Quality Assurance

MINUTES OF THE SECOND MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) FOR THE ACADEMIC YEAR 2024-25 HELD ON 15th OCTOBER 2025 AT 11:00 A. 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 members and special invitee to the meeting.

1. Granting leave of absence, if any:

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

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 consider Content Compliance Standards and Evaluation Parameters for Online Programmes as per UGC Regulations, 2020 and as recommended by the Content Review Committee:

The Chairperson presented before the members the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 (specifically Annexure VI and VII), highlighting the quality benchmarks and compliance requirements applicable to Online Programmes. The presentation emphasized that all instructional materials developed for Online delivery must demonstrate conformity with the prescribed regulatory standards for content design, development, delivery, and continuous quality assurance.

The key points of discussion included:

- The Four-Quadrant Approach mandated by UGC which must be reflected in every course structure.
- The need to ensure that all e-learning material is learner-centric, accessible, inclusive, plagiarism-free, and compliant with copyright norms.
- The requirement for alignment with the Outcome-Based Education (OBE) framework, credit structure, and evaluation mechanisms approved by statutory authorities.

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- The institutional responsibility to maintain documentation of the approved content.

The Chairperson informed the members that, pursuant to the discussions and recommendations of the Content Review Committee, the Content Compliance Standards and Evaluation Parameters were prepared and presented for the members' deliberation.

After detailed deliberations, the following resolution was passed unanimously:

"RESOLVED FURTHER THAT the approval of the members of the Centre for Internal Quality Assurance (CIQA) be and is hereby given for the Content Compliance and Evaluation Parameters prepared in line with the UGC's Quality Assurance Framework, as detailed below:

1. Regulatory Alignment: Ensuring conformity of all course content, learning objectives, and assessments with the UGC (Online Programmes) Regulations, 2020 and related directives.
2. Content Accuracy and Relevance: Validation of subject accuracy, relevance, and alignment with the approved curriculum and Programme Learning Outcomes (PLOs).
3. Instructional Design and Pedagogical Quality: Incorporation of learner-centric pedagogy, modular structure, and appropriate mapping of Learning Outcomes (LOs) with assessment strategies.
4. Accessibility and Inclusivity Compliance: Adherence to digital accessibility standards, multi-device compatibility, and inclusive language.
5. Plagiarism and Copyright Compliance: Verification of originality using plagiarism-detection tools and adherence to copyright and open-license norms.
6. Interactivity and Engagement: Integration of multimedia, simulations, case discussions, and formative learning activities to enhance engagement and learning outcomes.
7. Assessment Integrity and Learner Authentication: Assurance of secure, traceable, and authentic learner participation.
8. Periodic Review and Upgradation: Provision for structured review and content updating as directed by Centre for Internal Quality Assurance or University Grants Commission.
9. Proper record keeping of approved materials and meeting minutes for compliance, reference, and audit purposes.

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 Centre for Internal Quality Assurance."

4. **To discuss and consider the draft of the Policy on Content Development for Online Programs (based on Four-Quadrant Approach) prepared in accordance with the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020:**

The Chairperson presented the draft of the Policy on Content Development for Online Programs (based on Four-Quadrant Approach) prepared in accordance with the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

The Chairperson invited the members to review and deliberate on the draft Policy on Content Development, formulated in alignment with the Four-Quadrant Approach as prescribed under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

The members discussed the essential components of the policy, including the design and structure of content across the four quadrants—(i) e-Tutorials, (ii) e-Content, (iii) Web Resources, and (iv) Self-Assessment.

Following detailed deliberations, the members unanimously passed the following resolutions:

"RESOLVED THAT the draft of the Policy on Content Development for Online Program (based on the Four-Quadrant Approach) in accordance with the UGC (Open and Distance

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Learning Programmes and Online Programmes) Regulations, 2020, be and is hereby approved by the members of the Centre for Internal Quality Assurance.

RESOLVED FURTHER THAT the same be recommended to Academic Council for its review and approval.

RESOLVED FURTHER THAT a certified copy of this resolution be furnished to the concerned person(s) and/or authorities for necessary action, under the hands of the Chairperson or an Authorized Signatory of the Centre for Internal Quality Assurance."

5. To discuss and finalize first phase of Content Development for Online Programmes and as recommended by the Content Review Committee:

The Chairperson presented the timelines for e-content development for the first two semesters of the Master of Business Administration (MBA) programme and the first three semesters of the Bachelor of Business Administration (BBA) programme to be offered in Online mode, based on the Content Compliance and Evaluation Parameters discussed and adopted above, as recommended by the Content Review Committee.

The details of the same are as follows:

Activity	Timeline for Completion
Development of content for Semester 1 and 2 of MBA programmes. (Interim reviews and status update by Content Review Committee)	31st March 2025 (Initial Submission)
Development of content for Semester 1, 2, and 3 of BBA programmes. (Interim reviews and status update by Content Review Committee)	31st March 2025 (Initial Submission)
Approval by External Experts and Centre for Internal Quality Assurance	June 2025
Approval of Academic Council	July 2025

The members after due deliberation passed the following resolutions unanimously:

"RESOLVED THAT the proposed timelines for submission and final approval of content for Online programmes (Semester 1 and 2 for MBA and Semester 1, 2, and 3 for BBA) be and are hereby approved by the members of Centre for Internal Quality Assurance.

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 Centre for Internal Quality Assurance."

6. To plan the Capacity-Building Workshop on Content Development for faculty members:

The Chairperson proposed conducting a Capacity-Building Workshop on Content Development, focusing on the processes for creating content for Online Programmes, once the Content Development Policy for Online Programmes receives final approval from the concerned statutory authority, which is expected by 20th December 2024.

The Chairperson mentioned the objectives of this program to be as follows:

- Build faculty competencies in developing e-Content and other learning material.
- Enable faculty to integrate the UGC-mandated Four-Quadrant Approach (e-Tutorials, e-Content, Web Resources, and Self-Assessment Tools) into course design.

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- Enhance faculty awareness on learner-centric instructional design, plagiarism policy, copyright compliance, accessibility standards, and interoperability.
- Provide hands-on exposure to Learning Management System (LMS) tools for content delivery, tracking learner engagement, and conducting online assessments.

It was further highlighted that workshop will serve as a foundation for scaling up quality digital content across all online offerings of the University, thereby strengthening University's commitment to learner-centric quality online education.

The members after due deliberation passed the following resolution unanimously:

"RESOLVED THAT the proposal to conduct a two-days "Capacity-Building Workshop on Content Development for Online Programmes" on 21st and 23rd December 2024 based on the approved policy of Content Development for Online Programmes be and is hereby approved by the members of Centre for Internal Quality Assurance.

RESOLVED 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 Centre for Internal Quality Assurance (CIQA)."

7. **To discuss and consider identification of Learning Management System Platform for offering the Online programs through Centre for Distance and Online Education:**

The Chairperson requested Dr. Anand Kopare to present this agenda item in accordance with the first joint meeting of Centre for Distance and Online Education (CDOE) & Centre for Internal Quality Assurance (CIQA) Representatives held on 27th September 2024.

Dr. Kopare guided the discussion on key LMS selection parameters, focusing on scalability, integration with e-content, analytics, accessibility, security, and assessment capabilities. The members reviewed compliance aspects relating to data privacy, interoperability, and plagiarism detection, in alignment with UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. Cost, implementation timelines, training, and support requirements were also discussed to ensure adherence to Annexure IX of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. The members considered Inflibnet-SWAYAM as an initial platform option.

The members after due deliberation passed the following resolution unanimously:

"RESOLVED THAT approval for using Inflibnet-SWAYAM platform as Learning Management System for offering the Online programs through Centre for Distance and Online Education, be and is hereby given by the members of Centre for Internal Quality Assurance.

RESOLVED FURTHER THAT approval is hereby given to the technical team for exploring the possibility of in-house development of Learning Management System in accordance with Annexure IX of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

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

RESOLVED FURTHER THAT RESOLVED 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 any authorised person of Centre for Distance and Online Education."

8. **To discuss and define the roles and responsibilities of the Centre for Distance and Online Education (CDOE) and the Centre for Internal Quality Assurance (CIQA) for the identification and operationalization of the Learning Platform.**

The Chairperson requested Dr. Anand Kopare to present this agenda item in accordance with

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the first joint meeting of Centre for Distance and Online Education (CDOE) & Centre for Internal Quality Assurance (CIQA) Representatives held on 27th September 2024. He highlighted that highlighted that the structured collaboration among CDOE, it's Technical Team and CIQA will ensure smooth implementation, effective usage, and regulatory compliance of the LMS.
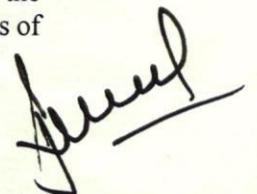
Dr. Kopare further presented the roles and responsibilities of the Centre for Distance and Online Education (CDOE) and the Centre for Internal Quality Assurance (CIQA) for the identification and operationalization of the Learning Platform as discussed, approved and recommended through first joint meeting of Centre for Distance and Online Education (CDOE) & Centre for Internal Quality Assurance (CIQA) Representatives held on 27th September 2024.

The members after due deliberation passed the following resolution unanimously:

"RESOLVED THAT the approval is be & is hereby given by the members of Centre for Internal Quality Assurance (CIQA) for the roles and responsibilities of the Centre for Distance and Online Education (CDOE) and the Centre for Internal Quality Assurance (CIQA) for the identification and operationalization of the Learning Platform.

Centre/ Team	Role	Responsibilities
Centre for Distance and Online Education (CDOE) (Except Technical Team)	Coordination and Content Management	• Coordinate with faculty members to ensure all course materials—including e-content, e-tutorials, assessments, and Four-Quadrant components—are uploaded and properly structured within the LMS. • Collaborate with CIQA and the Technical Team to maintain compliance with UGC (Online Programmes) Regulations, 2020. • Provide continuous feedback for improving content delivery and learner engagement.
Technical Team of Centre for Distance and Online Education (CDOE)	System Integration and Support	• Explore the in-house development of the LMS platform in accordance with Annexure IX of said regulation. • Provide technical support to ensure seamless integration and correct formatting of all digital content. • Conduct hands-on workshops, provide user manuals, troubleshooting, and guidance for advanced LMS functionalities. • Support monitoring through analytics, reporting tools, and system audits.
Centre for Internal Quality Assurance (CIQA)	Quality Monitoring and Capacity Building	• Organize training sessions for faculty, coordinators, and administrative staff for content development based on Four Quadrant approach and on effective use of the LMS. • Undertake continuous monitoring and periodic evaluation of LMS usage through structured Feedback obtained from various stakeholders • Ensure that LMS implementation and content delivery align with UGC's Quality Assurance Framework and institutional standards.

RESOLVED 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 of Centre for Internal Quality Assurance (CIQA)."

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