

HELD AT \_\_\_\_\_

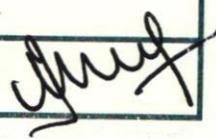
ON \_\_\_\_\_

TIME \_\_\_\_\_

**ACTION TAKEN REPORT****Second Meeting of the Centre for Internal Quality Assurance (CIQA)  
For the Academic Year 2025-26 held on 19<sup>th</sup> August 2025****As approved in meeting of Centre for Internal Quality Assurance (CIQA) dated  
03.10.2025**

Sr. No.	Agenda Item	Action Taken
1	Granting leave of absence, if any	All members were present; no leave of absence was requested or granted. Quorum complete. Taken on record.
2	To approve Action Taken Report of previous meeting.	The Action taken report of the previous meeting was approved.
3	To discuss and consider the feedback obtained from Faculty, Students, and Industry Experts on content available on LMS platform for 2-Year Online MBA and 3-Year Online BBA Programs.	The Committee reviewed and discussed the key findings from the feedback received from faculty, students, and industry experts on the LMS platform for the 2-Year Online MBA and 3-Year BBA Programs. Key findings were further considered for implementation to further improve the LMS platform and program delivery.
5	To propose the Workshop for teaching and non-teaching staff on usage of Learning platform developed for Online programs.	The workshop for teaching and non-teaching staff on usage of Learning platform developed for Online programs was conducted on 25 <sup>th</sup> & 26 <sup>th</sup> August 2025. The report of the same is annexed in Annexure 1.

**Date: 03.10.2025****Place: Mumbai**
  
 Chairperson

 CHAIRMAN'S  
 INITIALS
 

HELD AT \_\_\_\_\_

ON \_\_\_\_\_

TIME \_\_\_\_\_

Annexure 1

Title: Workshop on Usage of Learning Platform Developed for Online Programs

Organized by: Centre for Distance and Online Education (CDOE) in association with:  
Centre for Internal Quality Assurance (CIQA)

Dates: 25<sup>th</sup> & 26<sup>th</sup> August 2025

Venue: 7<sup>th</sup> Floor Conference Hall

Resource Person : Dr. Shashikant Patil, Deputy Director, Centre for Distance and Online Education

Participants: Teaching and Non-Teaching Staff Members of Centre For Distance and Online Education

Objective of the Workshop:

The primary objective of the workshop was to familiarize the teaching and non-teaching staff with the Learning Management System (LMS) developed for offering Online Programs under the Centre for Distance and Online Education. The session aimed to build capacity among faculty and administrative personnel in effectively utilizing the platform for content delivery, learner engagement, and academic management in accordance with UGC (ODL and Online Programmes) Regulations, 2020.

Workshop HighlightsDay 1 (25<sup>th</sup> August 2025):

The session commenced with an inaugural address by the Director – CDOE, who emphasized the importance of digital readiness and the need for robust faculty engagement in online program delivery.

A detailed demonstration of LMS features was conducted, covering content upload, course scheduling, learner assessment tools, discussion forums, and analytics dashboards.

Participants were given hands-on exposure to creating course modules and tracking student progress.

Day 2 (26<sup>th</sup> August 2025):

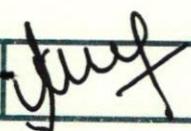
The second day focused on administrative functionalities and support mechanisms within the LMS.

The non-teaching staff were trained on enrolment procedures, learner support operations, and generation of reports for monitoring academic progress and compliance.

An interactive Q&A session allowed participants to clarify operational queries and share feedback for further enhancement of the platform.

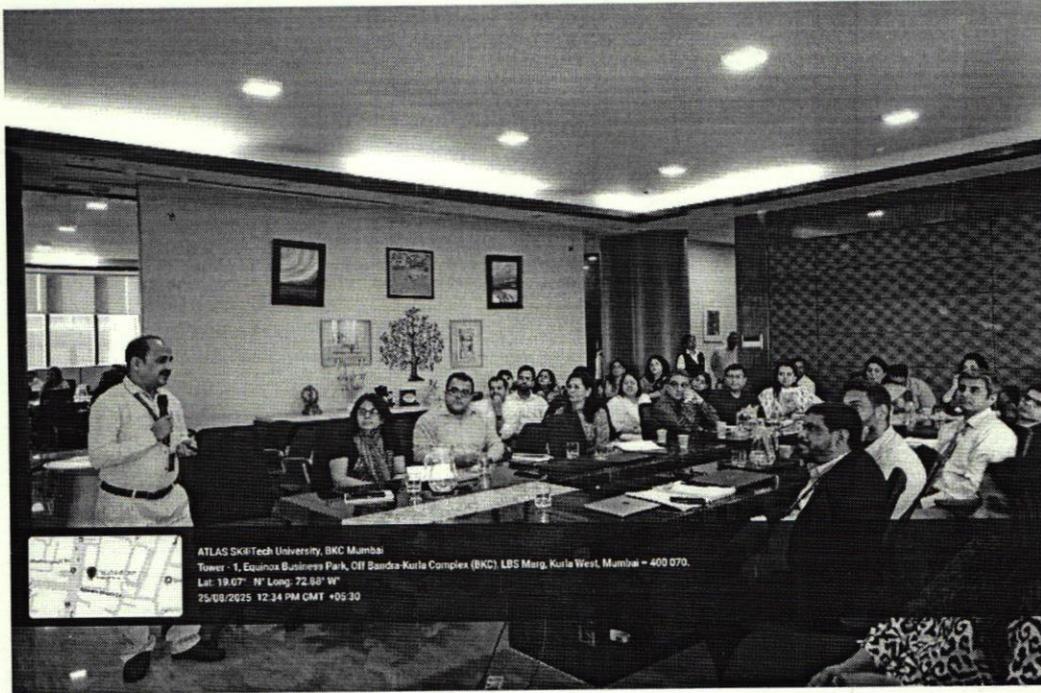
Outcomes:

- Improved understanding among faculty and staff regarding the pedagogical and administrative use of the LMS.
- Strengthened internal capacity for smooth delivery of Online Programs.
- Reinforcement of the CIQA's objective of ensuring quality assurance in digital learning delivery.

CHAIRMAN'S  
INITIALS

HELD AT \_\_\_\_\_ ON \_\_\_\_\_ TIME \_\_\_\_\_

**Geotagged Photograph of the Workshop**



CHAIRMAN'S INITIALS

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