

Date: 17.02.2025

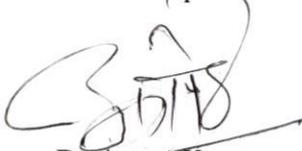
**THIRD MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)****FOR A.Y. 2024-25****NOTICE**

Notice is hereby given that the Third Meeting of the Centre for Internal Quality Assurance (CIQA) of ATLAS SKILLTECH UNIVERSITY for the Academic Year 2024-25 shall be held on 20<sup>th</sup> February 2025, 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 review the readiness status of content development for Semester 1 & 2 of MBA and Semester 1, 2 & 3 of BBA programmes as per approved timelines.
4.	To review progress on development of Question Banks (QB), Assessment Frameworks, and alignment with Programme Outcomes.
5.	Any other matter with the permission of the 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

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

ON \_\_\_\_\_

TIME \_\_\_\_\_

**MINUTES OF THE THIRD MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) FOR THE ACADEMIC YEAR 2024-25 HELD ON 20<sup>th</sup> FEBRUARY 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 review the readiness status of e-content development for Semester I & II of MBA and Semester I, II & III of BBA Programmes as per approved timelines:**

The Committee deliberated on the progress made in the development of e-content for the MBA and BBA programmes scheduled under the approved academic plan. The Member Secretary presented a program wise semester wise consolidated status of the e-content development.

It was reported that the e-content for Semester I and II of the MBA programme and Semester I, II, and III of the BBA programme has been substantially developed in accordance with the approved timelines. It was confirmed that the content creation process followed the University's policy guidelines based on the Four-Quadrant Approach and quality parameters outlined by UGC (ODL and Online Programmes) Regulations, 2020.

The members appreciated the systematic approach undertaken ensuring academic rigor, learner engagement, and alignment with programme learning outcomes. The Committee advised that all content undergo final proofreading, quality review, and technical validation before being integrated into the Learning Management System (LMS).

CHAIRMAN'S  
INITIALS

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

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TIME \_\_\_\_\_

**4. To review progress on development of Question Banks (QB), Assessment Frameworks, and alignment with Programme Outcomes:**

The Committee discussed the ongoing progress in the preparation of Question Banks (QBs) and formulation of Assessment Frameworks for the Online MBA and BBA programmes. The Member Secretary presented an overview of the assessment design process, highlighting the mapping of course outcomes (COs) and programme outcomes (POs) with the assessment components to ensure alignment with Outcome-Based Education (OBE) principles.

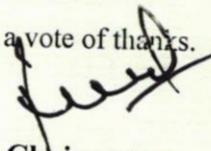
It was informed that the departments have initiated the structured development of Question Banks covering multiple difficulty levels—knowledge, application, analysis, and evaluation—based on Bloom's Taxonomy. The question items have been designed to include a balanced mix of objective-type, short-answer, case-based, and analytical questions, ensuring comprehensive evaluation of learner competencies.

The Committee noted that the assessment frameworks have been prepared in accordance with UGC and institutional guidelines, ensuring appropriate weightage to continuous assessment and term-end evaluation. Members appreciated the systematic approach adopted for ensuring fairness, validity, and reliability of assessments.

The Committee emphasized the importance of aligning the assessment tools with learning outcomes and suggested conducting a peer-review exercise to validate question quality and relevance. It was further recommended that all departments finalize and submit the complete Question Banks and Assessment Blueprints for Semesters I and II of the MBA programme and Semesters I, II, and III of the BBA programme by June 2025 for approval and subsequent integration with the LMS.

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

Date: 24.02.2025  
Place: Mumbai

  
Chairperson

CHAIRMAN'S INITIALS	
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