

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

ON \_\_\_\_\_

TIME \_\_\_\_\_

ACTION TAKEN REPORT (ATR)Fourth Meeting of the Centre for Internal Quality Assurance (CIQA) held on 1<sup>st</sup> April 2025As approved in Meeting of the Centre for Internal Quality Assurance (CIQA) dated 20.05.2025

Sr. No.	Agenda Item	Action Taken
1	Granting leave of absence, if any.	All members were present; no action required.
2	To approve Action Taken Report of previous meeting.	The action taken report of previous meeting was approved.
3	To take on record the extension of timelines for developing e-content for Online Programs.	The extension for submission of the e-content for Online Programs upto 15 <sup>th</sup> April 2025 was taken on record.
4	To discuss and consider the Quality Parameters pertaining to development of e-tutorial.	<p>Following Quality parameters were approved and taken into consideration for implementation:</p> <p><b>1. Academic and Pedagogical Quality:</b></p> <ul style="list-style-type: none"> <li>• Content must align with approved syllabus and Learning Outcomes.</li> <li>• Delivery should promote conceptual understanding, critical thinking, and application of knowledge.</li> <li>• Language should be clear, engaging, and appropriate to the learner's level.</li> <li>• Content must follow the UGC Four-Quadrant Approach (e-Tutorials, e-Content, Web Resources, Self-Assessment Tools).</li> </ul> <p><b>2. Technical Quality:</b></p> <ul style="list-style-type: none"> <li>• High-definition video and clear audio quality must be maintained throughout recordings.</li> <li>• Proper lighting, framing, and background should ensure visual clarity and minimal distractions.</li> <li>• Synchronization of audio, video, and on-screen text/graphics must be ensured.</li> </ul>

CHAIRMAN'S  
INITIALS

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		<ul style="list-style-type: none"> <li>• Adequate editing for continuity, coherence, and error removal is required.</li> </ul> <p><b>3. Accessibility and Inclusivity:</b></p> <ul style="list-style-type: none"> <li>• All recordings must include subtitles or transcripts for learners with hearing impairments.</li> <li>• Use of Unicode-compliant fonts and screen-reader-friendly formats for associated materials.</li> <li>• Ensure accessibility across multiple devices and bandwidths (desktop, tablet, mobile).</li> <li>• Representation of diverse examples and inclusive communication practices.</li> </ul> <p><b>4. Copyright and Plagiarism Compliance:</b></p> <ul style="list-style-type: none"> <li>• All images, graphics, animations, and case materials must be original or used with formal permissions.</li> <li>• Proper attribution must be given for any external sources.</li> <li>• Content must comply with the UGC Plagiarism Policy and institutional academic integrity guidelines.</li> </ul> <p><b>5. Interactivity and Engagement:</b></p> <ul style="list-style-type: none"> <li>• Use of visual aids, simulations, or animations to demonstrate key concepts.</li> <li>• Incorporation of reflection questions, short quizzes, or in-video prompts to enhance engagement.</li> <li>• Encouragement of self-paced and active learning consistent with learner-centric pedagogy.</li> </ul> <p><b>6. Alignment with Learning Management System (LMS):</b></p> <ul style="list-style-type: none"> <li>• All recorded materials must be compatible with the University's LMS and metadata-tagged for easy navigation.</li> <li>• Files should be compressed and optimized</li> </ul>
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CHAIRMAN'S INITIALS

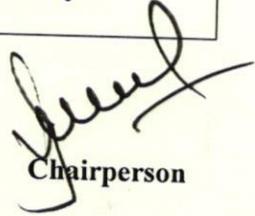
*[Handwritten Signature]*

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		<p>for smooth streaming without compromising quality.</p> <p><b>7. Review and Validation:</b></p> <ul style="list-style-type: none"><li>• Each recording shall undergo review by subject experts and the Content Review Committee (CRC) before approval.</li><li>• Content shall be reviewed periodically to ensure relevance and currency.</li></ul>
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Date: 20.05.2025

Place: Mumbai

  
Chairperson

CHAIRMAN'S INITIALS

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