FOURTH MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) FOR A.Y. 2024–25

NOTICE

Notice is hereby given that the Fourth Meeting of the Centre for Internal Quality Assurance (CIQA) of ATLAS SkillTech University for Academic Year 2024–25 shall be held on 1st April 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 approve Action Taken Report of previous meeting.
3	To take on record the extension of timelines for developing e-content for Online Programs.
5	To discuss and consider the Quality Parameters pertaining to development of e-tutorial.
6	Any other matter with the permission of the Chair.

You are requested to kindly make it convenient to attend the same.
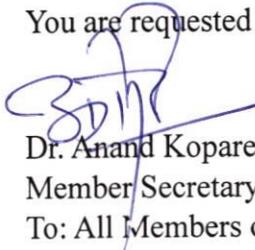
Dr. Anand Kopare
Member Secretary – Centre for Internal Quality Assurance
To: All Members of the Centre for Internal Quality Assurance (CIQA)

ATLAS SKILLTECH UNIVERSITY
Tower 1 – Equinox Business Park, Off Bandra-Kurla Complex (BKC),
LBS Marg, Kurla West, Mumbai – 400 070
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Established vide Maharashtra Act No. XV of 2021 by the Government of Maharashtra

MINUTES OF THE FOURTH MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) FOR THE ACADEMIC YEAR 2024–25 HELD ON 1st APRIL 2025 AT 2:30 P.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 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.

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 take on record the extension of timelines for developing e-content for Online Programs.

The Chairperson apprised the members of the approval given by the Content Review Committee (CRC) at its Fourth Meeting held on 27th March 2025 for the extension of content development deadlines up to 15th April 2025.

The members took note of the same.

4. To discuss and consider the Quality Parameters pertaining to development of e-tutorial:

The Chairperson requested member secretary to present this agenda item. Dr. Anand Kopare presented the following Quality Parameters pertaining to development of e-tutorial as mentioned below:

1. Academic and Pedagogical Quality:
- Content must align with approved syllabus and Learning Outcomes.
- Delivery should promote conceptual understanding, critical thinking, and application of knowledge.

CHAIRMAN'S INITIALS

- Language should be clear, engaging, and appropriate to the learner's level.
- Content must follow the UGC Four-Quadrant Approach (e-Tutorials, e-Content, Web Resources, Self-Assessment Tools).

2. Technical Quality:

- High-definition video and clear audio quality must be maintained throughout recordings.
- Proper lighting, framing, and background should ensure visual clarity and minimal distractions.
- Synchronization of audio, video, and on-screen text/graphics must be ensured.
- Adequate editing for continuity, coherence, and error removal is required.

3. Accessibility and Inclusivity:

- All recordings must include subtitles or transcripts for learners with hearing impairments.
- Use of Unicode-compliant fonts and screen-reader-friendly formats for associated materials.
- Ensure accessibility across multiple devices and bandwidths (desktop, tablet, mobile).
- Representation of diverse examples and inclusive communication practices.

4. Copyright and Plagiarism Compliance:

- All images, graphics, animations, and case materials must be original or used with formal permissions.
- Proper attribution must be given for any external sources.
- Content must comply with the UGC Plagiarism Policy and institutional academic integrity guidelines.

5. Interactivity and Engagement:

- Use of visual aids, simulations, or animations to demonstrate key concepts.
- Incorporation of reflection questions, short quizzes, or in-video prompts to enhance engagement.
- Encouragement of self-paced and active learning consistent with learner-centric pedagogy.

6. Alignment with Learning Management System (LMS):

- All recorded materials must be compatible with the University's LMS and metadata-tagged for easy navigation.
- Files should be compressed and optimized for smooth streaming without compromising quality.

7. Review and Validation:

- Each recording shall undergo review by subject experts and the Content Review Committee (CRC) before approval.
- Content shall be reviewed periodically to ensure relevance and currency.

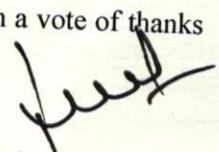The members after due deliberation, passed the following resolution unanimously:

"RESOLVED THAT the approval of the members of the Centre for Internal Quality Assurance (CIQA) be and is hereby given for Quality Parameters pertaining to development of e-tutorial as mentioned above.

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."

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

Date: 03.04.2025
Place: Mumbai   Chairperson

CHAIRMAN'S INITIALS	