MINUTES OF THE FIRST ACADEMIC COUNCIL MEETING OF ATLAS SKILLTECH UNIVERSITY THE UNIVERSITY') FOR THE ACADEMIC YEAR 2025-26. HELD ON 8th JULY 2025 AT 10:00 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. Mr. Sidharth Shahani
3. Prof. Anando Dutta
4. Dr. Zuleika Homavazir
5. Dr. Shashikant Patil
6. Dr. Varsha Agarwal
7. Dr. Malcolm Homavazir
8. Dr. Chetana Asbe
9. Dr. Hemal Thakker
10. Mr. Utsav Shroff
11. Mr. Uttam Kumar
12. Ms. Divya Vijaychandran
13. Mr. Aditya Kashyap
14. Mr. Ameya Ambulkar
15. Mr. Ameya Abhyankar
16. Ms. Bhargavi Deshpande
17. Dr. Parag Amin

Special Invitee:

1. Dr. Deepak Gupta
2. Dr. Anand Kopare
3. Dr. Naresh Kaushik
4. Mr. Vinod Nair
5. Mr. Bineet Desai
6. Dr. Poonam Singh
7. Dr. Satish Upadhyay
8. Dr. Jyoti Kapal
9. Dr. Rabinder Henry
10. Dr. Sonia Bhavsar
11. Dr. Priya Harikumar

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:**

All members have attended the meeting. The quorum was present.

2. **To note the minutes of the previous meeting:**

The minutes of the previous Academic Council meeting were placed before the members. The members noted, confirmed, and approved of the minutes.

3. **To review and approve the e-content developed for 2-year MBA program to be offered through Online Mode including Self Learning Material (SLMs) and other content based on four quadrant approach:**

The Chairperson apprised the Committee about the Content developed and approved by Content Review Committee and Centre for Internal Quality Assurance Cell for the first two semesters of 2 Years MBA program to be offered through Online Mode.

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The Committee was informed that the e-content has been developed in adherence to the Four-Quadrant Approach as prescribed by the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

The Chairperson also highlighted the process of content development has been implemented as per the Policy on Content Development for Online Programs, as adopted by the university.

The Committee reviewed the readiness and quality of the Self-Learning Material (SLMs) and noted that the content for the first two semesters — constituting the first year of the MBA program — has been completed and is ready for deployment.

The members appreciated the structured instructional design, outcome alignment, inclusion of interactive learning components, and emphasis on learner-centric pedagogy.

After discussion, the following resolutions were unanimously passed:

"RESOLVED THAT the content developed for the first two semesters of 2 Years MBA program to be offered through Online Mode, including Self-Learning Material (SLMs) and other e-content as recommended by Centre for Internal Quality Assurance (CIQA) prepared in accordance with the Four-Quadrant Approach and annexed in Annexure 1, be and is hereby reviewed and approved by the members of Academic Council after thorough review.

RESOLVED FURTHER THAT a certified copy of this resolution be furnished to the concerned authorities for necessary action under the hands of the Chairperson or the Authorized Person of Academic Council.**"**

4. **To review and approve the e-content developed for 3-Year BBA Program to be offered through Online Mode, including Self-Learning Material (SLMs) and other content based on the Four-Quadrant Approach:**

The Chairperson apprised the Committee about the content developed and approved by the Content Review Committee and the Centre for Internal Quality Assurance (CIQA) for the first three semesters of the 3-Year BBA Program to be offered through Online Mode.

The Committee was informed that the e-content has been developed in strict adherence to the Four-Quadrant Approach, as prescribed by the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

The Chairperson further highlighted that the content development process has been implemented in accordance with the Policy on Content Development for Online Programs adopted by the University.

The Committee reviewed the readiness and quality of the Self-Learning Material (SLMs) and other e-content, noting that the content for the first three semesters of the BBA program.

The members appreciated the structured instructional design, alignment with learning outcomes and focus on learner-centric pedagogy.

After due discussion, the following resolutions were unanimously passed:

"RESOLVED THAT the content developed for the first three semesters of the 3-Year BBA Program to be offered through Online Mode, including Self-Learning Material (SLMs) and other e-content, as recommended by the Centre for Internal Quality Assurance (CIQA)

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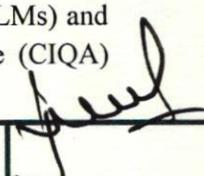
prepared in accordance with the Four-Quadrant Approach and as annexed in Annexure 2, be and is hereby reviewed and approved by the members of the Academic Council.

RESOLVED FURTHER THAT a certified copy of this resolution be furnished to the concerned authorities for necessary action under the hands of the Chairperson or the Authorized Person of the Academic Council."

5. **To consider and take on record Result Analysis for Sem II, IV, VI & VIII:**

Dr. Hemal Thakkar presented the detailed Result Analysis for Semesters II, IV, VI, and VIII across all programs. He explained the overall performance trends, pass percentages, and grade distributions, highlighting the comparative analysis with previous semesters.

Dr. Thakkar also provided insights into course-wise and program-wise performance, identifying areas of academic strength as well as courses requiring additional academic support or intervention. It was emphasized that continuous improvement measures were implemented to enhance student learning outcomes and academic performance.

The members appreciated the systematic presentation and discussed possible strategies for further strengthening academic performance, such as remedial sessions, mentoring initiatives, and faculty development interventions.

After due deliberation, the members took the Result Analysis on record.

6. **To discuss and approve curriculum of new programs introduced from Academic Year 2025-26 as recommended by the respective Board of Studies:**

The Chairperson requested the respective Program Directors to present this agenda item to the members. The respective Program Directors made detailed presentations outlining the curriculum structure, course design, credit distribution, and program learning outcomes of the newly proposed programs.

Each Program Director elaborated on the relevance of the curriculum to current industry and academic trends. The presentations included discussions various courses offered through these programs, their outcomes and its alignment with the program outcomes.

The members appreciated the comprehensive presentation and sought clarifications on specific aspects such as interdisciplinary integration, credit alignment with UGC norms, and implementation timelines.

After due deliberation, the following resolution unanimously:

"**RESOLVED THAT** approval of the Academic Council be and is hereby given for curriculum of new programs introduced from Academic Year 2025-26 as recommended by the respective Board of Studies and as tabled during the meeting.

RESOLVED FURTHER THAT the same be and is hereby recommended to the Board of Management for its approval.

RESOLVED FURTHER THAT the Vice-Chancellor and/or Executive President be and are hereby severally authorized to do all acts and deeds necessary in connection with and incidental and ancillary for giving effect to this resolution including providing a certified copy of the resolution, as may be required by any authority."

7. **To introduce new University Wide Elective Courses (ATLAS Electives) for the Academic Year 2025-26:**

The Chairperson apprised the members of the Academic Council that the Boards of Studies (BoS) of all Schools have reviewed and recommended a set of multidisciplinary courses to be offered as University-Wide Electives (ATLAS Electives) for the Academic Year 2025–26.

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The Chairperson further informed that these electives have been designed to promote interdisciplinary learning, enabling students from diverse programs to explore courses beyond their core discipline, thereby fostering holistic education and cross-domain competencies in alignment with the National Education Policy (NEP) 2020 framework.

The list of proposed ATLAS Electives, as recommended by the respective Boards of Studies, was tabled before the Council for consideration. The members appreciated the initiative and acknowledged that the inclusion of multidisciplinary electives would enhance the academic flexibility, creativity, and employability of students.

The members after due deliberation and discussion passed the following resolution unanimously:

"**RESOLVED THAT** the approval of the members of the Academic Council is hereby given for the new and additional multidisciplinary courses which are being introduced as University Wide Electives (ATLAS Electives) for the Academic Year 2025-26 as recommended by the respective Board of Studies and as tabled during the meeting.

RESOLVED FURTHER THAT the same be and is hereby recommended to the Board of Management for its approval.

RESOLVED FURTHER THAT the Vice-Chancellor and/or Executive President be and are hereby severally authorized to do all acts and deeds necessary in connection with and incidental and ancillary for giving effect to this resolution including providing a certified copy of the resolution, as may be required by any authority."

8. **To seek approval of the members on offering Accelerated Degree Program for 4 years of BBA(Hons.) program as per UGC (Minimum Standards of Instruction for the Grant of Undergraduate Degree and Postgraduate Degree) Regulations, 2025 and to recognize MOOCS/SWAYAM/NPTEL courses as full credit courses:**

The Chairperson apprised the members of the Academic Council that the University proposes to introduce an Accelerated Degree Program for 4 years of BBA(Hons.) program in alignment with the provisions of the UGC (Minimum Standards of Instruction for the Grant of Undergraduate Degree and Postgraduate Degree) Regulations, 2025.

The Chairperson further informed that the Accelerated Degree framework aims to provide flexibility and academic mobility to meritorious learners, allowing them to complete their degree programs in an accelerated mode through intensive learning pathways, while maintaining the prescribed quality benchmarks and credit requirements as stipulated by UGC.

It was also proposed that MOOCs/SWAYAM/NPTEL courses offered through this program shall be recognized as full-credit courses. This initiative is intended to enhance student choice, digital learning engagement, and interdisciplinary exposure, thereby fostering self-paced learning.

The members deliberated on the proposal, acknowledging its significance in promoting academic innovation, learner autonomy, and compliance with the emerging national regulatory framework.

After detailed discussion, the members passed the following resolution unanimously:

"**RESOLVED THAT** the approval of the members of the Academic Council is hereby accorded to offer Accelerated Degree Programs for 4 years of BBA(Hons.) program in line with the UGC (Minimum Standards of Instruction for the Grant of Undergraduate Degree and Postgraduate Degree) Regulations, 2025, and to recognize MOOCs/SWAYAM/NPTEL courses as full credit-bearing courses under the credit transfer policy, as proposed and tabled during the meeting.

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RESOLVED FURTHER THAT a committee chaired by Pro Vice-Chancellor shall be constituted to formulate the detailed regulations and implementation framework in this regard. and the proposed regulations shall be implemented upon receiving the consent of the members of the Academic Council.

RESOLVED FURTHER THAT the Vice-Chancellor and/or Executive President be and are hereby severally authorized to do all acts, deeds, and things necessary, incidental, or ancillary to give effect to this resolution, including providing a certified copy of the resolution as may be required by any statutory or regulatory authority."

9. To consider and take on record research publications/achievements:

The Chairperson apprised the members of the Academic Council of the recent research publications and achievements by faculty members and research scholars across various Schools of the University.

The Chairperson highlighted the notable contributions in peer-reviewed journals, conferences, book chapters, and industry collaborative projects, which reflect the University's growing emphasis on promoting a strong research and innovation culture. The members appreciated and took note of the same.

10. To take on record the Library Report for Academic Year 2024-25:

The Chairperson informed the members of the Academic Council that the Library Report for the Academic Year 2024–25 was tabled during the meeting for their perusal. The report provided a comprehensive overview of the resources, facilities, services, and digital initiatives undertaken by the University Library during the year.

The members were apprised of key developments such as the augmentation of print and digital collections, subscription to new e-resources and databases, user engagement activities, library orientation programs, and the integration of technology-enabled services to enhance access and utilization.

The Council acknowledged the proactive efforts of the library team in strengthening academic support and fostering a culture of research and self-learning among students and faculty. Members appreciated the continuous improvement in the automation, digitization, and user outreach initiatives undertaken by the library and noted the same.

11. To consider and apprise the Academic Calendar for Academic Year 2025-26 for on campus program:

The Chairperson presented the Academic Calendar for the Academic Year 2025–26 for on campus programs before the members of the Academic Council for their consideration and approval.

The Chairperson informed that the calendar had been prepared through the Board of Studies of respective school in consultation with exam and administrative departments, ensuring alignment with statutory requirements, academic timelines, and assessment schedules.

The Academic Calendar outlines the commencement and conclusion of semesters, examination periods and evaluation timelines. It has been designed to ensure effective academic planning, smooth conduct of teaching-learning processes, and adequate time for institutional events and student engagement activities.

After due deliberation, the Council passed the following resolution:

"**RESOLVED THAT** the Academic Calendar for the Academic Year 2025–26, as recommended by the respective Board of Studies and as tabled before the Council, be and is hereby considered and approved.

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RESOLVED FURTHER THAT RESOLVED FURTHER THAT the Vice-Chancellor and/or Executive President be and are hereby severally authorized to do all acts and deeds necessary in connection with and incidental and ancillary for giving effect to this resolution including providing a certified copy of the resolution, as may be required by any authority."

12. <u>To discuss and approve Value-Added courses to be offered for Academic Year 2025-26 as proposed by IQAC & respective Board of Studies:</u>

The Chairperson apprised the members of the Academic Council that the Internal Quality Assurance Cell (IQAC) and Boards of Studies (BoS) of various Schools, has proposed a set of Value-Added Courses (VACs) to be offered during the Academic Year 2025–26.

The Chairperson explained that these courses have been conceptualized to supplement the existing curriculum and enhance students' professional, technical, and life skills, aligning with the University's commitment to outcome-based and holistic education. The Value-Added Courses are designed to focus on industry-relevant skills, emerging technologies, communication abilities, leadership, entrepreneurship, and ethical practices, thereby improving employability and experiential learning outcomes.

The members reviewed the list of proposed Value-Added Courses as tabled during the meeting.

After due deliberation, the following resolution was passed unanimously:

"RESOLVED THAT the Academic Council hereby approves the introduction of the proposed Value-Added Courses (VACs) for the Academic Year 2025–26, as recommended by the Internal Quality Assurance Cell (IQAC) and the respective Boards of Studies (BoS) of the University.

RESOLVED FURTHER THAT the approved list of Value-Added Courses be and is hereby recommended to the Board of Management for its consideration and approval.

RESOLVED FURTHER THAT the Vice-Chancellor and/or Executive President be and are hereby severally authorized to take all necessary steps for the implementation, monitoring, and periodic review of the Value-Added Courses and to issue all necessary communications in this regard."

13. <u>To present and demonstrate the Learning Management System (LMS) proposed for offering Online Programmes through the Centre for Distance and Online Education (CDOE) and to consider the same for approval:</u>

The Chairperson initiated the discussion regarding the Learning Management System (LMS) proposed for delivering Online Programmes under CDOE. The members considered key parameters including scalability, user experience, integration with e-learning content, analytics and learner progress tracking, accessibility across devices, data privacy and security, assessment mechanisms, and proctored examination features.

Dr. Deepak Gupta provided a demonstration of the in-house developed LMS. It was noted that the platform supports the Four-Quadrant Approach prescribed under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, ensuring structured delivery of e-tutorials, e-content, discussion forums, live interactive sessions, and assessments. The members further noted that the LMS meets the compliance requirements outlined under Annexure 9 of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

The members were also apprised that the Centre for Internal Quality Assurance (CIQA) had reviewed the LMS against various Quality parameters like academic

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quality, content delivery, learner engagement, monitoring, assessment integrity, and support features. CIQA confirmed that the LMS meets the required quality benchmarks for Online Programme delivery and accordingly recommended it to the Academic Council for approval.

After detailed discussion, the following resolution was passed unanimously:

"**RESOLVED THAT** the in-house developed Learning Management System proposed for offering Online Programmes through the Centre for Distance and Online Education (CDOE), as recommended by the Centre for Internal Quality Assurance (CIQA) , found compliant with the requirements prescribed under Annexure 9 of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, be and is hereby approved by the Academic Council.

RESOLVED FURTHER THAT a certified copy of this resolution be furnished to the concerned authorities for necessary action, under the signatures of the Chairperson or any other person duly authorized by the Academic Council."

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

Date: 11.07.2025
Place: Mumbai
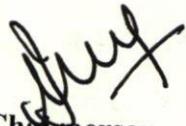
Chairperson
Academic Council

Annexure 1

SLM Developed for MBA – Semester I and II by Unit Writers , Internal and External Reviewers

Semester I

Courses	Unit Writers	Internal Reviewer	External Reviewer
Professional Communication and Presentation Skills- Career and Leadership Development - I	Dr. Zuleika Homavazir	Dr. Vinima Gambhir	Dr. Rohan Mehra
Geo Politics and International Business	Dr. Jaimine Vaishnav, Dr Bhavesh Koli	Dr. Shilpa Verma	Dr. Rohan Mehra
Financial Statement Analysis	Prof. Bineet Desai, Dr. Kushagra Goel	Dr. Sadaf Hashmi	Dr. Dimple Pandey
The 21st Century Marketing	Dr. Deepak R. Gupta	Dr. Kajal Chheda	Dr. Rahul Chopra
Entrepreneurship and Family Business	Mr. Aneesh Khanna, Ms. Kshama Arun Shroff	Dr. Deepak Bhattacharya	Dr. Rahul Shah
Driving Decisions by Excel And Modern Age AI Tools	Dr. Swarna Swetha Kolaventi, Prof Kamaldeep	Dr. Satish Upadhyay	Dr. Kali charan Sabat
Introduction to Digital Marketing	Dr. Ameya Ambulkar, Dr. Deepak R. Gupta	Dr. Rakhi Raturi	Dr. Rahul Chopra

Semester II

Courses	Unit Writers	Internal Reviewer	External Reviewer
Managing Self and People Skills with Human Centered Design Thinking- Career and Leadership Development- II	Dr. Jaimine Vaishnav, Dr. Simarjeet Makkar	Dr. Bhavesh Vaity	Dr. Rohan Mehra
CSR, SDGs, Business Research	Dr. Vinima Gambhir, Dr. Varsha Agarwal	Dr. Zuleika Homavazir	Dr. Rohan Mehra
Securities Analysis & Portfolio Management	Dr. Sadaf Haseen Hashmi, CA. Siddhesh Wairkar	Manjiri R	Dr. Dimple Pandey
Financial Management	Dr. Amit Bathia, Prof. Hardik Pathak	Vinod Nair	Dr. Dimple Pandey
Taxation in Business Decision-Making	CA. Siddhesh Wairkar	Hardik Pathak	Dr. Dimple Pandey
Cost and Management Accounting	Dr. Shoaib Mohammed	Mehrunissa Ansari	Dr. Dimple Pandey
Behaviour based Selling & Negotiation (BBSN)	Dr. Priti Saxena	Dr. Rakhi Raturi	Dr. Rahul Chopra
Product & Brand Management	Dr. Deepak R. Gupta	Dr. Poonam Singh	Dr. Rahul Chopra
Media Strategy	Dr.Poonam Singh	Prof. Prem Colaco	Dr. Rahul Chopra
Retail & E-commerce Strategy	Mr.Prem Colaco	Dr. Anand Kopare	Dr. Rahul Chopra
Ethics in Artificial Intelligence	Dr.Naresh Kaushik	Ms.Kamaldeep Kaur Ajit Singh Kohli	Dr. Kali charan Sabat
Introduction to Power BI	Dr. Anand Kopare	Dr. Rishika Agarwal	Dr. Kali charan Sabat

Statistics for Business Managers	Ms. Kamaldeep Kaur Ajit Singh Kohli, Dr. Mukul Bhatt, Dr. Naresh Kaushik	Dr.Mukul Bhatt	Dr. Kali charan Sabat
Decision making through predictive modelling	Dr.Swarna Swetha Kolaventi, Dr. Sohel Das	Dr. Sohel Das	Dr. Kali charan Sabat
Business analytics using R	Dr. Sohel Das	Dr. Yogesh Jadhav	Dr. Kali charan Sabat
Data Storytelling	Dr.Sarika Shekhawat, Dr.Satish Upadhyay`	Dr.Satish Upadhyay	Dr. Kali charan Sabat
Marketing for Global Markets	Dr. Anand Kopare, Dr.Deepak Ramchandra Gupta	Dr. Rakhi Raturi	Dr. Rahul Chopra

Annexure 2

SLM Developed for BBA – Semester I, II and III by Unit Writes , Internal Reviewer and External Reviewer

Semester I

Courses	Unit Writers	Internal Reviewer	External Reviewer
Marketing Management and Consumer Behaviour	Dr. Tapish Panwar, Dr. Deepak Gupta, Prof. Rahil Dosani	Dr. Ashwathi Nair	Dr. Rahul Shah
Principles of Management	Dr. Jyoti Kappal, Dr. Malcolm Homavazir	Dr. Vinima Gambhir	Dr. Rohan Mehra
Indian Behavioural Psychology	Dr. Kavita Nikam, Prof. Hansika Disawala	Dr. Simarjeet Makar	Dr. Rohan Mehra
AI Tools and Excel for Decision Making	Dr. Satish Upadhyay, Prof. Kamaldeep Kaur	Dr. Swarna Swetha Kolaventi	Dr. Kali charan Sabat
Basics of Finance	Dr. Pinky Agarwal, Prof. Vipul Pancholi, Dr. Vinod Nair	Prof. Manjiri Rajadhyaksha	Dr. Dimple Pandey
Entrepreneurship Fundamentals	Prof. Aneesh Khanna, Prof. Kshama Shroff	Prof. Shriya Barkol	Dr. Rahul Chopra
Deep Tech	Dr. Rabinder Henry	Dr. Shashikant Patil	Dr. Kali charan Sabat

Semester II

Courses	Unit Writers	Internal Reviewer	External Reviewer
New-Age Business Models	Adv. Kshama Shroff , Prof. Aneesh Khanna	Prof. Shriya Barkol	Dr. Rahul Chopra
Orientation of Indian Constitution	Dr. Ashok Yende, Prof. Kshama Shroff	Dr. Malcolm Homavazir	Dr. Rahul Chopra
Statistics for Business	Dr. Mukul Bhatt, Dr. Neha Karnik	Prof. Kamaldeep Kaur Kohli	Dr. Kali charan Sabat
Business Communication	Shriya Barkol, Dr. Supriya Daniel	Dr. Simarjeet Makar	Dr. Rohan Mehra
Economics	Prof. Aditya Kashyap,	Dr. Neha Karnik	Dr. Dimple Pandey

Courses	Unit Writers	Internal Reviewer	External Reviewer
	Dr. Shilpa Verma		
Financial Statement Analysis	Prof. Bineet Desai , Dr. Kushagra Goel	Prof. Apurva Mehta	Dr. Dimple Pandey
Introduction to Digital Marketing	Dr. Ameya Ambulkar, Dr. Deepak R. Gupta	Dr. Rakhi Raturi	Dr. Rohan Mehra
Colour Psychology	Prof. Hansika Disawala, Dr. Simarjeet Makar	Dr. Kavita Nikam	Dr. Rahul Chopra
Future Forward with AI	Prof. Sania Shaikh	Dr. Satish Upadhyay	Dr. Kali charan Sabat
Deep Tech	Dr. Rabinder Henry	Dr. Shashikant Patil	Dr. Kali charan Sabat

SEM III

Courses	Unit Writers	Internal Reviewer	External Reviewer
Financial Management Fundamentals	Dr. Amit Bathia, Prof. Hardik Pathak	Prof. Bineet Desai	Dr. Dimple Pandey
Selling and Negotiation	Dr. Ashwathi Nair, Dr. Priti Saxena	Dr. Kajal Chheda	Dr. Rahul Shah
Dynamics of Family Managed Businesses	Dr. Deepak Bhattacharya, Prof. Aneesh Khanna	Prof. Shriya Barkol	Dr. Rahul Shah
Environmental Science and Sustainabilty	Dr. Jayashree Balasubramanian	Dr. Jyoti Kappal	Dr. Rahul Chopra
Innovative Thinking	Dr. Kajal Chheda	Dr. Vinima Gambhir	Dr. Rohan Mehra
SEO and SEM Strategy	Dr. Rakhi Raturi, Ms. Nikita Nadkarni	Dr. Tapish Panwar	Dr. Rahul Chopra
Investment Analysis and Portfolio Management	Dr. Sadaf Hashmi, Mr. Siddhesh Wairkar	Dr. Kushagra Goel	Dr. Dimple Pandey
Business Intelligence using Power BI	Dr. Satish Upadhyay , Dr. Swarna Swetha Kolaventi	Dr. Rishika Agarwal	Dr. Kali charan Sabat
Building Useful Predictive Business Models	Dr. Swarna Swetha Kolaventi , Dr. Sohel Das	Dr. Yogesh Jadhav	Dr. Kali charan Sabat
Business Research Methods	Dr. Yukti Khajanchi, Ms. Divya Thakur	Dr. Priti Saxena	Dr. Rahul Shah

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Product and Service Design	Mr. Mohit Bhardwaj	Prof. Aneesh Khanna	Dr. Rohan Mehra
Sociology	Dr. Rashmi Singh	Dr. Simarjeet Makar	Dr. Rohan Mehra
Design Thinking and MVP Management	Ms. Shivani Sanghavi, Prof. Aneesh Khanna	Prof. Shriya Barkol	Dr. Rahul Shah

MINUTES OF THE FIRST MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) FOR THE ACADEMIC YEAR 2025–26 HELD ON 5th JULY 2025 AT 10:30 A.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 was requested to chair the meeting. He occupied the Chair and welcomed all members and special invitees 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 discuss and consider approval of the LMS platform developed for offering the Online programs.

The Member Secretary apprised the Committee about the Learning Management System (LMS) platform developed for the delivery of Online Programmes. The Committee was informed that the LMS has been designed to provide an integrated digital environment for learners and faculty, enabling access to Self-Learning Materials (SLMs), e-tutorials, assignments, discussion forums, announcements, and assessments in line with the Four-Quadrant Approach prescribed under the UGC (Open and Distance Learning and Online Programmes) Regulations, 2020.

The Committee was briefed on key features of the LMS, including user-friendly navigation, learner tracking and analytics, automated attendance, integrated communication tools, secure login credentials, and compatibility with mobile and desktop devices. The platform also supports uploading of multimedia content, conduct of proctored assessments, and generation of learner progress reports.

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Members appreciated the comprehensive design and learner-centric functionality of the LMS. They emphasized the importance of regular monitoring, faculty training, and technical support to ensure effective implementation and smooth learner experience. Suggestions were made to include accessibility features and integrate a feedback mechanism for continuous improvement.

After detailed deliberations, the Committee expressed satisfaction with the overall development and readiness of the LMS platform. The following resolution was unanimously passed:

"RESOLVED THAT the Learning Management System (LMS) platform developed for Online Programmes be and is hereby approved for implementation, subject to periodic review and enhancement based on user feedback and regulatory requirements.

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

RESOLVED FURTHER THAT the available e-content & e-tutorial shall be uploaded on the LMS for seeking the feedback from Faculty members, Industry Experts and students enrolled in on campus program subject to approval of LMS platform by the Academic Council.

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 CIQA."

4. **To discuss timelines for completion of recording & editing and to finalize the schedule for uploading on the LMS.**

The Member Secretary briefed the members on the status of recording and editing of e-tutorial. It was highlighted that the process should align with the existing Content Development Workflow, and each stakeholder must adhere to their assigned responsibilities:

a. **Faculty / Course Coordinator:** To initiate and coordinate overall course recording and editing, ensuring alignment with curriculum and programme outcomes.

b. **Unit Writers / Subject Experts:** To finalize scripts and unit outlines in SLM format before recording begins.

c. **Internal Expert:** To review recorded sessions for academic rigor and relevance.

d. **External Expert:** To review content quality, clarity, and appropriateness post-recording.

e. **Content Review Committee (CRC):** To evaluate recorded and edited sessions for learner-centricity and UGC compliance.

f. **Language Editor:** To ensure language correctness and learner-friendly tone during editing.

g. **Instructional Designer (Optional):** To adapt content for self-learning mode by adding activities, summaries, and learner aids.

h. **Technical Editor:** To ensure standardisation of formats, figures, images, and references before LMS upload.

i. **Proofreader / Assisting Staff:** To perform final checks on edited content before release.

j. **Secretarial / Administrative Staff:** To handle scheduling, documentation, and coordination of the entire recording-editing-upload cycle.

After deliberations, the following timelines for as mentioned below and passed the following resolutions unanimously:
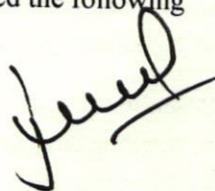
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Sr. No.	Activity	Deadline
1	Completion of recording of all modules	15th September 2025
2	Completion of editing and quality checks	21st September 2025
3	Uploading of final e-tutorial on LMS	30th September 2025

"**RESOLVED THAT** the timelines for completion of recording, editing, and uploading of e-content for Semester 1 & 2 of MBA and Semester 1, 2 & 3 of BBA programmes be and are hereby approved as follows:
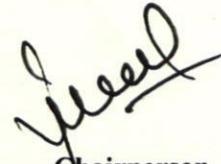
- Completion of recording of all modules by 15th September 2025
- Completion of editing and quality checks by 21st September 2025
- Uploading of final e-tutorial on LMS by 30th September 2025

ESOLVED 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 CIQA."

No additional matters were raised. The Chair concluded the meeting with a vote of thanks to all members present.

Date: 08.07.2025

Place: Mumbai

Chairperson