



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)
(Established under section 3 of the UGC Act 1956)

Re-Accredited by NAAC with 'A++' Grade | Awarded Category – I by UGC
Founder: Prof. Dr. S. B. Mujumdar, M.Sc., Ph.D. (Awarded Padma Bhushan and Padma Shri by President of India)

Minutes of the third Meeting of Centre for Internal Quality Assurance (CIQA) held on Friday, 12th of July, 2024, at 11.00 am in online mode.

The third meeting of the Centre for Internal Quality Assurance (CIQA) was held on Friday, 12th of July, 2024, at 11.00 am in online mode.

The following members were present in the meeting:

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|----------------------------------------------------------------------------|------------------|
| 1. Dr. Ramakrishnan Raman, Vice Chancellor, SIU | Chairperson |
| 2. Dr. U.S. Pandey, Professor
School of Open Learning, Delhi University | External expert |
| 3. Dr. Ruchi Kher Jaggi, Dean, Faculty of Media and Communication | Member |
| 4. Dr. Jatinder Kumar Saini, Director, SICSR | Member |
| 5. Dr. Avinash Kakade, Deputy Registrar, SIU | Member |
| 6. Dr. Shilpa Parkhi, Professor, SIBM | Member |
| 7. Dr. Ajey Kumar, Associate Professor, SCIT | Member |
| 8. Dr. Kasturi Shukla, Associate Professor, SIHS | Member |
| 9. Dr. Parimala. Veluvali, Director, CIQA | Member Secretary |

The following member did not attend the meeting due to prior commitments and were granted leave of absence by the Chairperson:

1. Dr. C.S Dubey, Honorable Vice Chancellor, KR Mangalam University, Gurgaon
2. Dr. Jyoti Chandiramani, Dean, Faculty of Humanities & Social Sciences, Director SSE
3. Dr. Hardik Vachharajani, Professor and Director, QMB, SIU
4. CA Akansha Deshpande, Finance Officer, SIU

At the onset of the meeting, the quorum was ascertained, and meeting commenced with the permission from the Honorable Vice Chancellor, the Chairperson for the meeting. Dr. Parimala Veluvali, Director CIQA and the Member Secretary welcomed all the members.

Thereafter the agenda-wise points were taken up for discussion.

ITEM NO. A1

To confirm the minutes of the Second CIQA meeting that was held on the 22 nd December, 2023

The second meeting of CIQA was held on the 22nd of December, 2023. The draft minutes of the meeting with the approval of the Chairperson were shared with the members over email. There being no further observations or comments on the minutes, the same have been noted as approved with permission from the Chairperson. The following resolution was passed.

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Resolution No. A1: 12.07.2024

Resolved that minutes of the Second meeting of the CIQA that was held on 22nd December, 24 is hereby noted and approved.

ITEM NO. A2

To review the Action Taken Report of the second CIQA meeting

Dr. Parimala Veluvali briefed the members details of action has been taken for the suggestions received in the second CIQA meeting.

The members were briefed that,

1. Social media engagement through SSODL LinkedIn and Facebook for all the initiatives undertaken by the CDOE has been significantly enhanced. The content posted has been receiving a lot of appreciation/ impressions from the viewers.
2. An Internal Advisory Board has already been constituted for the (Self-Learning Material). All the SLMs created are sent for peer review to subject experts (external) and the revisions are incorporated in the SLM before the same is finalized. The process of constituting the Editorial Board for each program for the SLM and seeking AC approval are ongoing.
3. Support has been provided to students enrolled in the Programmes for Afghanistan in terms of remedial teaching, slot booking for term end examination.

The members noted the actions taken and complimented the CDOE. The following resolution was passed.

Resolution No. A2: 12.07.2024

Resolved that action taken report on the resolutions taken in the first meeting were hereby noted and approved.

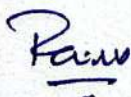
ITEM NO. A3

To brief the members on the enrollment status in all the programmes in the Jan 24batch

- The members were briefed about the enrollment status of the Jan 24 batch. The Jan 24 enrolled students data has been uploaded in the DEB portal on the 8th April, 24. Student Induction Programme (SIP) for the Jan 24 batch was held on 13th April, 2024. The newly enrolled students were addressed by the Honourable Vice Chancellor, Registrar and other members of the CDOE.
- Report of the Student Induction Programme (SIP) has been shared with the DEB on 14th April, 2024.
- Academic Sessions commenced for all the Programmes of the Jan 24 batch and the Academic Calendar has been uploaded on the website of SSODL and shared with the students.

LMS access has been given to all the students of the Jan 24 batch. Personal Contact Programmes (Live sessions) have commenced for the students on Zoom/ MS Teams. Internal evaluations for the programmes are presently underway.

Members were further informed that AICTE (EOA) was received for all the technical programmes offered by the CDOE (MBA, BBA, and BCA) for the Academic Year 24-25. The sanctioned intake has been increased for the MBA programme from 3000 to 10,000 and the AICTE approval with the increase in the intake was duly received. All approval and recognition letters have been uploaded on the website of SSODL (CDOE)



With the approval of the members and the Chairperson, the following resolution was passed.

Resolution No. A3: 12.07.2024

Resolved that enrollment status in all the programmes in the Jan 24 batch and matters relating to the admissions are hereby noted and taken on record.

ITEM NO. A4

To brief the members on the quality initiatives and compliance by the CDOE in line with the objectives of CIQA.

- Revisions were in the Programme Structure were undertaken with due approval of the University to align with student's needs and Industry requirements. All the live (synchronous sessions) have been held on weekends for the benefit of the students who are mostly working professionals. Doubt clearing sessions have been held after every two consecutive live sessions. Student's feedback has been collected after every live session. Calling was done for all the students to remind them about the assessments. Project guidelines were prepared and Project guides were assigned to students. Students undertook community work as a part of the Service learning component in the undergraduate programmes.
- Members were updated about the progress on the new Learning Management System that is under development.
- All the assessments have been conducted as per norms of UGC(DEB) Regulations, 2020
- The total marks of all the courses of all the Programmes being offered in OL mode have been made 100 (irrespective of number of credits) with due approval from the Academic Council (Resolution No. B19: AC: 03.06.2024) - effective from AY 24-25 onwards.

The details of the students' queries/ grievances received and resolved were informed to the members. All the student queries were resolved within stipulated time.

Resolution No. A4: 12.07.2024

Resolved the quality initiatives undertaken by the CDOE be and are hereby noted and approved.

ITEM NO. A5: To brief the members on the CIQA report.

The Member Secretary informed the members about the progress on the CIQA report and the supporting documents and that the CIQA report will be updated on the portal within the stipulated time.

With all the points of the agenda being taken up, at this juncture, the Member Secretary invited any suggestions or comments from the members.

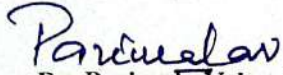
Dr Ruchi Kher Jaggi, Director SIMC complemented the work being done by the CDOE.

Dr Pandey stressed on the need to encourage the Afghan students and compliment them for the progress that some of them are showing in their academic. He further stated call support can be provided to student to address their queries if any.

Dr. Ramakrishnan Raman, Vice Chancellor reiterated the important of expanding the team at SSODL (CDOE) with the requisite manpower and ensuring that quality is maintained in all aspects of the Institutional functioning.



With all the items on the agenda being discussed and there being no additional points remaining for discussion, the member secretary thanked all the members and the meeting concluded with a vote of thanks to the Chair.



Dr. Parimala Veluvali
Member Secretary & Director, CIQA



Dr. Ramakrishnan Raman
Vice Chancellor, SIU & Chairperson, CIQA

SSODL/U-7(b)/2023/
Date: 12.07.2024