



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 First Meeting of Centre for Internal Quality Assurance (CIQA) held on Tuesday, 22nd of August 2023, at 2.30 pm in online mode.

The first meeting of the Centre for Internal Quality Assurance (CIQA) was held on Tuesday, 22nd of August 2023, at 2.30 pm in an online mode.

The following members were present in the meeting:

1. Dr. Rajani Gupte, Vice Chancellor, SIU	Chairperson
2. Dr. C.S Dubey, Honourable Vice Chancellor KR Mangalam University, Gurgaon	External expert
3. Dr. U.S. Pandey, Professor School of Open Learning, Delhi University	External expert
4. Dr. Ruchi Kher Jaggi, Dean, Faculty of Media and Communication Director SIMC	Member
5. Dr. Jatinder Kumar Saini, Director, SICSIR	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. CA Akansha Deshpande, Finance Officer, SIU	Member
10. Dr. Avinash Kakade, Deputy Registrar, SIU	Member
11. Dr. Hardik Vachharajani, Professor and Director, QMB, SIU	Member
12. Dr. Parimala. Veluvali, Director, CIQA	Member Secretary

The following attend the meeting on invitation:

1. Dr. Dharmendra Pandey, Head Quality Assurance, SIU

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

1. Dr. Jyoti Chandiramani, Dean, Faculty of Humanities & Social Sciences, Director SSE



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At the onset of the meeting, the quorum was ascertained, and meeting commenced with the permission from the Honourable Vice Chancellor, the Chairperson for the meeting.

Dr. Parimala Veluvali, the Member Secretary welcomed and introduced all the members and thereafter item-wise agenda was taken:

ITEM NO. A1

To inform the members regarding the constitution of Center for Internal Quality Assurance Cell (CIQA), its role and functions as outlined in the UGC (DEB) Regulations, 2020

The Member Secretary informed the members about the Constitution of CIQA as per the requirement of the UGC (DEB) Regulations, 2020, its functions and composition. The CIQA has been constituted as per the requirements of the UGC (ODL programmes and OL Programmes, 2020) for a period of 2 years and will have one meeting every semester.

Resolution No. A1: 22.08.2023

Resolved that the constitution of CIQA and its functions and the frequency of meetings as per the norms of the UGC (ODL programmes and OL programmes, 2020) is hereby noted.

ITEM NO. A2

To inform the members of the online programmes being offered by the Centre for Distance and Online learning (CDOE) of the University.

Being an entitled University, SIU applied and received approval for offering 10 programmes in the Online mode from the July, 22 sessions. A total of 08 programmes were offered from the Faculty of Management, Computer studies, Humanities and Social sciences and Mass Communication. The programmes are being offered through the Symbiosis School for Online and Digital Learning (SSODL), which is the Centre for Distance and Online Learning (CDOE) of the University.

Members were also informed about the enrolment status for the July 22, (298 students) and the Jan 23 batch (154 students) enrolments of the AY 22-23. Members also noted the encouraging trend in the July 23 batch, for which the enrolments were ongoing and the increasing number of International students in the online programmes.

Resolution No. A2: 22.08.2023

Resolved that details of the programmes that are being offered by the CDOE were hereby noted.



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ITEM NO. A3

To brief the members on the quality assurance mechanism for curriculum and teaching, learning and evaluation processes of the online programmes offered by the CDOE in line with the UGC(DEB) norms.

The quality assurance aspect in the curriculum, teaching and learning and evaluation processes were discussed.

The eight programmes offered in the online mode through the CDOE are similar to the conventional programmes, in terms of curriculum structure and academic rigour. All the programmes have clearly articulated programme outcomes and course outcomes. The same are disseminated to all the learners at the beginning of the sessions.

Comprehensive self-learning materials (SLM) are prepared for every course with the approach of self-learning, i.e., two-way communication between learners and the module contents with reflective exercises.

The asynchronous learning content is prepared through the learner centric approach, with learning objectives and outcomes expected. Keeping the needs of the learners of the programme, who are mostly working professionals, the live sessions are scheduled on weekends.

The term end examinations for Semester I (July 22) of the programmes were conducted online in a secured environment under the vigilance of the examination dept of the University. The examinations were conducted in a proctored mode on the Learning Management System through a secured browser.

The members of CIQA were also informed about the student support services that were made available to the learners with regards to the ease of enrollment, scholarships, fee concessions, mentorship, and scheduling of the classes on weekends, to suit the requirements of the learners, who are mostly working professionals.

A presentation on the SWOC (Strength, weaknesses, opportunities, and challenges) of the CDOE was made.

Resolution No. A3: 22.08.2023

Resolved the quality assurance mechanisms implemented for curriculum and teaching, learning and evaluation processes of the online programmes offered by the CDOE be and are hereby noted.



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ITEM NO. A4

To discuss regarding the Plan of action for Center for Internal Quality Assurance Cell (CIQA) for the Academic Year 2023-24 (July 2023 and Jan 2024)

The following plan of action for the academic year 23-24 comprising of the July- August 23 and the Jan – March,24 was presented to the members.

1. To provide the learners with a dynamic learning management system
2. To provide for a robust examination software for the learners
3. To increase enrollments from international students.
4. To increase the enrollments for the humanities and the social sciences programmes
5. To introduce an MBA programme in Hospital and Healthcare Management in the OL mode from July 24

At this juncture, the Chairperson invited feedback and suggestions from the members.

Dr. C.S Dubey, Vice Chancellor, KR Mangalam University, Gurgaon, and external expert on CIQA stressed on the need for presenting the activities conducted by the CDOE in a more factual, detailed, and representative manner, through graphs and results showing the actual outcomes achieved.

Dr. C.S Dubey also mentioned about the importance of mentioning the course outcomes in the syllabus of the courses along with the programme outcomes. He also mentioned that the presentation to be made to the CIQA must have details with examples of all the quality initiatives undertaken by the CDOE.

The Member Secretary noted all the suggestions and informed that the revised presentation incorporating the suggestions will be shared with the CIQA members.

Dr. U.S. Pandey, Professor, School of Open Learning, Delhi University spoke about the significance of the CIQA report and the need to diligently fill the required information in the report. He also stressed the need to undertake activities to enhance the employability of the students. He discussed the effective use of AI in designing assessments.

Dr Hardik enquired about the how the teaching pedagogy is being ensured that the requirements of the international students are met. He also enquired about training provided to faculty who teach in the online programme

Dr. Parimala, Member Secretary shared details about the engagement of the I-learn students and faculty training.

The Chairperson suggested that through the support from STLRC, training programmes can be undertaken for the faculty.



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The feedback was noted, and it was assured that the suggestions given by the experts will be incorporated by the Centre and the outcomes will be presented in the next meeting of CIQA.

Resolution No. A4: 24.08.2023

Resolved the plan of action for year 23-24 was noted and confirmed. It was further resolved that the suggestions of the members would be implemented, and outcomes will be presented in the next meeting of CIQA.

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

Dr. Parimala Veluvali
Member Secretary & Director, CIQA

Dr. Rajani Gupte
Vice Chancellor, SIU & Chairperson, CIQA

SSODL/U-7(b)/2023/
Date: 24.04.2023