



**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 Second Meeting of Centre for Internal Quality Assurance (CIQA) held on Friday, 22<sup>nd</sup> of December 2023, at 11.30 am in online mode.**

The second meeting of the Centre for Internal Quality Assurance (CIQA) was held on Friday, 22<sup>nd</sup> of December 2023, at 11.30 am in an online mode.

The following members were present in the meeting:

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|---|------------------|
| 1. Dr. Ramakrishnan Raman, Vice Chancellor, SIU                                       | Chairperson      |
| 2. Dr. C.S Dubey, Honourable Vice Chancellor<br>KR Mangalam University, Gurgaon       | External expert  |
| 3. Dr. U.S. Pandey, Professor<br>School of Open Learning, Delhi University            | External expert  |
| 4. Dr. Ruchi Kher Jaggi,<br>Dean, Faculty of Media and Communication<br>Director SIMC | Member           |
| 5. Dr. Shilpa Parkhi, Professor, SIBM   | Member           |
| 6. Dr Ajey Kumar, Associate Professor, SCIT   | Member           |
| 7. Dr. Kasturi Shukla, Associate Professor, SIHS                                      | Member           |
| 8. 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. Jyoti Chandiramani, Dean, Faculty of Humanities & Social Sciences, Director SSE
2. Dr. Jatinder Kumar Saini, Director, SICSR
3. CA Akansha Deshpande, Finance Officer, SIU
4. Dr. Avinash Kakade, Deputy Registrar, SIU
5. Dr Hardik Vachharajani, Professor and Director, QMB, SIU

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, Director CIQA and the Member Secretary welcomed all the members. She informed the members of the change in the constitution of CIQA with Dr Rajani Gupte completing her term as the Vice Chancellor of the University and Dr Ramakrishnan Raman taking charge as the Vice Chancellor and as the Chairperson of CIQA.

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

**ITEM NO. A1**

To confirm the minutes of the First CIQA meeting that was held on the 22<sup>nd</sup> August 2023

The first meeting of CIQA was held on the 22<sup>nd</sup> of August 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.

**Resolution No. A1: 22.12.2023**

*Resolved that minutes of the first meeting of the CIQA that was held on 22<sup>nd</sup> August 23 is hereby noted and approved.*

**ITEM NO. A2**

To review the Action Taken Report of the First CIQA meeting

Dr. Parimala Veluvali briefed the members on the actions taken against the plan of action and the resolution passed in the first meeting. Action has been taken for each plan of action for the year 23-24.

The members were briefed that,

- SSODL/SIU is in the process of signing an agreement with Infosys Wingspan to provide the learners with a dynamic learning management system and evaluation platform.
- During the July 23 batch, a total of 836 international students have been admitted from Afghanistan. This was towards the plan of increasing the enrollments from international students.
- Towards increasing the enrollment in the humanities and the social sciences programmes, the marketing strategies were enhanced. Resultantly as compared to the AY 22-23 (July 22 & Jan 24), which had a total of 67 students enrolled in the Humanities and Social Sciences programme, in the July 23 session itself, a total of 125 students have been enrolled in these programmes. The admissions for Jan 24 have commenced recently.
- Towards the plan of starting an MBA in Hospital and Healthcare, the members were informed that the work is in process.

Dr. Pandey, Professor, School of Open Learning, Delhi University mentioned that the DEB regulations must be kept in mind about the evaluations. The same was noted and acknowledged by the Member Secretary.

Dr Ramakrishnan Raman, Vice Chancellor, and the Chairperson of CIQA enquired about the progress of the Wingspan agreement. He also stressed the need to disseminate the good practices implemented by SSODL (CDOE) through various social media handles for better reach. The same was noted by the Member Secretary for necessary action.

The members noted the actions taken and complimented the CDOE on the progress made on the plan of action. The following resolution was passed.

**Resolution No. A2: 22.12.2023**

*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 July 23 batch

The members were briefed about the enrollment status of the July 23 batch and the progress of the ABC ID creation. Student admission details for academic year 2023-24, academic session July – August 2023 were successfully uploaded in the DEB portal for July 23 batch on 03.11.2023. The status of the ABC IDs created was shared with the UGC DEB.

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

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

**Resolution No. A3: 22.12.2023**

*Resolved that enrollment status in all the programmes in the July 23 batch is 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.

Dr. Parimala Veluvali briefed the members on the quality initiatives and compliance by the CDOE in line with the objectives of CIQA.

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 progress of the SLM for all the programmes was shared.

Dr. Pandey emphasized the need to have an Editorial board with external representation for the SLM and to also take the approval of the Academic Council of the authors appointed by the CDOE for the preparation of the SLM. The same was noted by the Member secretary for necessary action.

The details of the guest sessions and the session on employability and entrepreneurship that were conducted were shared with the members. Details of the term end examinations that were held online in the proctored mode were shared.

The members were also briefed about the student support services provided by the CDOE.

Scholarships and Fee concessions have been provided to the July 23 batch and continued for the Jan 24 batch also. All the girl students of Afghanistan are on 100% scholarship and the boys are on 80% scholarship. Synchronous sessions and term end examinations are being conducted on weekends to suit the learners who are working professionals. Counselling has been provided to the student of July 22 (Sem III) for choosing specializations. An open house has been conducted for each programme/ batch. Student grievances are addressed within 48 hours. Remedial classes have been conducted for Business statistics and R Programming.

Results of the student satisfaction survey were shared with the members. The feedback from the students was good. Details of the one student grievance received and addressed was shared with the members.

The members noted the complimented the CDOE for the initiatives undertaken and the following resolution was passed with the permission from the members and the Chairperson.

**Resolution No. A4: 22.12.2023**

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

At this juncture, the Member Secretary invited any suggestions or comments from the members.

Dr Ruchi Kher Jaggi, Director SIMC enquired if there was any feedback from the Afghanistan students about the SLM which can be incorporated. It was informed that there was no such specific feedback that was received.


Dr Pandey stressed on the need to ensure that the students from Afghanistan are provided with all possible support so that they are completely benefit from this great endeavour. The Member Secretary noted the suggestions for action.

Dr. C.S Dubey, Vice Chancellor, KR Mangalam University mentioned that the next meeting could be held in a physical form.

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.

  
22/12/23

**Dr. Parimala Veluvali**  
Member Secretary & Director, CIQA

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

SSODL/U-7(b)/2023/  
Date:27.12.2023