VIT®

Vellore Institute of Technology
(Deemed to be University under section 3 of UGC Act. 1956)

Chennai – 600127, Tamil Nadu, India
VIT ONLINE LEARNING, Vellore Institute of Technology
Centre for Internal Quality Assurance (CIQA)

Minutes of Meeting on CIQA held on 9/2/2024, at 10.30 am, in AB3, SpoRIC Discussion Room

Agenda:
1) Propose broad guidelines for the processes and reports on the effectiveness of the quality assurance process of the CIQA.
2) Discussion of a robust instructional design process for courses.

Committee Members

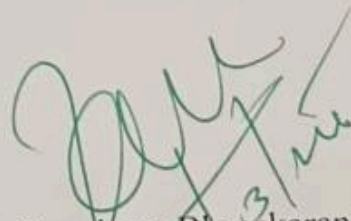| S.No	Names	Designation &School	
1	Dr. Kanchana Bhaaskaran V S	Vice Chancellor	Chairperson
2	Dr. Atanu Dutta	Professor, SAS	Member
3	Dr. Asnath VictyPhamila Y	Professor, SCOPE	Member
4	Dr. Christo Michael T	Professor, SMEC	Member
5	Dr. Tulasi Prasad Sariki	Associate Professor,HoD M.Sc. Data Science (Online), SCOPE	Member
6	Dr. Appalaraju Muralidhar	Associate Professor,HoD MCA(online), SCOPE	Member
7	Dr. Sharon Sophia	Associate Professor, HoD MBA(online),VITBS	Member
8	Dr. Hansa Lysander Manohar	Dean - Academics, Guru Nanak College, Chennai	External Expert Member
9	Dr. Malliga P.	Professor, Head Dept. of Education Media and Technology, NITTR, Chennai	External Expert Member

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10	Dr. Palani Rajan T	Associate Professor, Dy. Dir. Admissions	Member
11	Mr. Sundar P S	Finance Officer	Member
12	Dr. Hemamalini S	Professor, Joint Director Quality Assurance and Accreditation	Member
13	Dr. Gunabalan.R	Professor & Asst. Director Ranking and IoE	Member
14	Dr Nayeemulla Khan	Professor & Director, VIT Online Learning	Member Secretary

The following points were discussed during the meeting.
1. Adhering to the norms as specified by the regulatory bodies.
2. Overview of the syllabus based on market demand and scaling up of the standards.
3. BOS approval for the curriculum
4. Internal check for content before it is produced in the studio.
5. Review of the content by a reviewer and corrections done are strictly carried forward under four Quadrants.
6. Quality check in LMS and Canvas platform.
7. Delivery of the content through online mode of learning – Quality check through feedback.
8. Exam portals are strictly quality based through moderation at each point.
9. Exams are center based computerized exam for Indian nationality and for International it is web based proctored exam.
10. Quality assurance, scaling up and continuous review is done through online mode beginning from Admission Process to Exit Process.

Dr Nayeemulla Khan
Professor & Director,
VIT Online Learning

Dr Kanchana Bhaaskaran V S
Vice Chancellor
Vellore Institute of Technology