



Centre for Internal Quality Assurance (CIQA)

CIQA held on 12/08/2025, at 10:00 a.m. in Main Building Board Room

Programme Schedule:

10.00 – 10.03 am	Welcome address by Dr. Mohan K. , Deputy Director, VITOL
10.03 – 10.10 am	Introductory Remarks by Dr. V. S. Kanchana Bhaaskaran , Vice Chancellor, VIT and Chairperson CIQA
10.10 – 10.15 am	Address by Dr. Partha Sharathi Mallick , Pro-Vice Chancellor, VIT Vellore
10.15 – 10.45 am	<p>CIQA report presentation by Dr. V. Rhymend Uthariaraj – Director, VITOL</p> <ol style="list-style-type: none">1. Confirmation of last CIQA Minutes of Meeting2. Action taken status of last CIQA meeting suggestions3. Discussion upon the following points: Dr. Mohan K., Deputy Director, VITOL<ol style="list-style-type: none">a. Structure of the Systemb. Results Analysis AY 2024-25c. Learners feedback on content deliveryd. VTOP-Online initiatives on E-Governancee. Good practices implemented in Winter 2025 and activities on progress.4. Any other items with the permission of Chairperson
10.45 to 11.00 am	Recommendations for improvement
11.00 am	Vote of thanks by Dr. Prasantha Kumar N. S. , Assistant Director, VITOL

V. Rhymend Uthariaraj 1
22/8/25

Agenda:

1. Confirmation of last CIQA Minutes of Meeting
2. Action taken status of last CIQA meeting suggestions
3. Discussion upon the following points:
 - a. Structure of the System
 - b. Results Analysis AY 2024-25
 - c. Learners feedback on content delivery
 - d. VTOP-Online initiatives on E-Governance
 - e. Good practices implemented in winter 2025 and activities on progress.
4. Any other items with the permission of Chairperson

Committee Members:

S.No	Names	Designation	Nomination
1	Dr.V.S. Kanchana Bhaaskaran	Vice Chancellor,VIT	Chairman
2	Dr. Mary Cherian	Dean,VITBS	Member
3	Dr. Daphne Lopez	Dean, SCORE	Member
4	Dr. Karthikeyan K	Dean, SAS	Member
5	Dr. M. Rajesh	Head of the Department, MBA(Online)	Member
6	Dr. M. Pounambal	Head of the Department, MCA(Online)	Member
7	Dr. Peri Kameswara Kameswaran	Head of the Department, M.Sc Data Science (Online)	Member
8	Dr. Hansa Lysander Manohar	Former Professor and Deputy Director (CDE), Anna University, Chennai.	External Expert
9	Dr. P. Malliga	Professor, Head Dept. of Education Media and Technology, NITTTR, Chennai	External Expert
10	Dr. Partha Sharathi Mallick	Pro-Vice Chancellor, VIT Vellore	Member
11	Dr. K. Mohan	Deputy Director, VITOL	Member
12	Dr. S. Sivabalan	Controller of Examinations(COE),VIT Vellore	Member
13	Dr. Amitava Mukherjee	Director, RAAC, VIT	Member
14	Mr. Baskar S	Chief Finance Officer(CFO),VIT	Member
15	Dr. V. Rhymend Uthariaraj	Director,VITOL	Member Secretary


22/8/25

Meeting Summary:

The meeting started with a welcome address by Dr. Mohan K, Deputy Director VITOL, followed by Introductory Remarks by Dr. V. S. Kanchana Bhaaskaran, Vice Chancellor, VIT and Chairperson CIQA and an address by Dr. Partha Sharathi Mallick, Pro-Vice Chancellor, VIT Vellore.

The following points were discussed during the meeting:

Agenda 1 & 2: Dr. V. Rhymend Uthariaraj, Director, VITOL presented the minutes of the last CIQA meeting and the action taken status before the committee and the same has been approved.

The action taken status was presented as follows:

Virtual Lab Implementation: A virtual lab environment has been successfully deployed for all programming-based courses using the Moodle platform, enhancing hands-on learning experiences.

Question Paper Moderation: All question papers are reviewed by subject experts following standardized guidelines to ensure balanced distribution of difficulty levels and comprehensive coverage of syllabus content.

International Student Records: Demographic data for NRI and foreign students is maintained in a dedicated and securely managed file for streamlined academic tracking and reporting.

Global Examination Scheduling: Examinations for international learners were conducted across three distinct time zones, utilizing three unique sets of question papers to maintain academic integrity.

Learner-Centric Assessment Design: Course coordinators have been instructed to design assessment questions based on student engagement metrics from live sessions and recorded video materials

CO Mapping and Automation: All assessment questions are mapped to Course Outcomes (COs). Automation of CO analysis post-result publication is currently underway to improve efficiency and accuracy.

Discussion Forum Analytics: A system for tracking student engagement within discussion forums has been developed and deployed for the Fall 2025–26 semester, supporting data-driven instructional strategies.

Tool Integration for Labs and Plagiarism Detection: Applications such as NeoCoLab (for virtual labs) and Turnitin (for plagiarism detection) have been identified and are scheduled for integration into the LMS shortly.



V. Rhymend Uthariaraj 22/8/25

Agenda 3(a): Dr. Mohan K, Deputy Director VITOL explained the structure of VITOL with a special focus on the Video quality assurance, assessment structure and learner engagement.

- VITOL follows a five layer video quality assurance
- Assessment structure includes weekly rolling quiz, Mid-term examination, Digital Assignment and Final Assessment Test
- Learner Engagement includes recorded video lectures, lecture notes, live sessions, and discussion forum.

Dr. V. S. Kanchana Bhaaskaran, Vice Chancellor, VIT Vellore suggested that bridge courses and tutorial sessions be introduced to support learners and enhance their academic performance, particularly in areas where foundational gaps are identified.

Agenda 3(b): Dr. Mohan K, Deputy Director VITOL presented the result analysis of Fall 2024-25 as follows:

- Subject-wise and overall analysis of the results
- Pass percentage of students is 83.08 (Fall 2024-25)

The external member, **Dr. Hansa Lysander Manohar**, suggested the following:

- A dashboard in the LMS to monitor all the learners' progress be made available to VITOL administrators.
- Result analysis to be prepared programme-wise
- Reasons to be collected from the FAT absentees

Dr. V. S. Kanchana Bhaaskaran, Vice Chancellor, VIT Vellore, suggested analyzing the low pass percentage in the MCA and M.Sc. Data Science programmes and taking appropriate remedial measures.

Agenda 3(c): Dr. Mohan K, Deputy Director VITOL presented the learners' feedback on content delivery.

The weekly session wise feedback was collected from the learners with the following questions:

1. What was the best part of this webinar and how has it helped you?
2. What according to you could be improved in this webinar?
3. How satisfied were you with the webinar on a scale of 1 to 5 (5 being the highest)?

Action Taken: Faculty member with less (1-3) feedback were called for a discussion and advised to take corrective measures.

Based on the learners' feedback to reduce the number of quizzes, the external member, **Dr. P. Malliga** recommended that the number of quizzes remain the same in order to maintain the quality.

Dr. R Ramanujam (DQAA) VIT Vellore recommended that the learners' feedback form be revised to ensure it comprehensively captures all relevant aspects of the teaching and learning process, thereby enabling more effective evaluation and continuous improvement.


22/8/25 4

Agenda 3(d): Dr. Mohan K, Deputy Director VITOL presented the VITOL initiatives on E-Governance as follows:

- Integrating Canvas LMS with VTOP
- End to End automation for all learners
- Chat-bot for support services in <https://vitonline.in/>

Agenda 3(e): Dr. Mohan K, Deputy Director, VITOL displayed the Good practices implemented in Winter 2024-25 and activities on progress as follows:

- Added new elective baskets for MBA and MCA programmes
- Virtual lab for programming courses using Moodle
- Digital ID card provided to all learners
- Nominated Programme Representatives (PR) for better quality control
- Weekly HoDs review meeting
- Course coordinators orientation before commencement of every semester
- Orientation meeting for all learners in every semester before the commencement of classes
- Content developer workshop/Training programme to create effective eLearning contents


Agenda 4: Any other items with the permission of Chairperson

The external member, **Dr. P. Malliga**, proposed that an international conference on effective online learning be organized to facilitate knowledge exchange, showcase best practices, and promote innovation in digital pedagogy

Dr. Karthikeyan K, Dean SAS, enquired about the placement policy of VITOL and it was informed that VITOL provides career counseling.

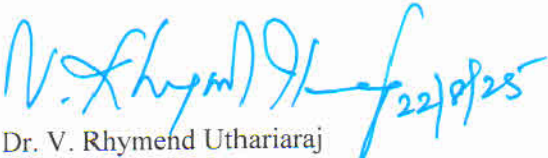
The committee has recommended the following:


1. To develop a dashboard to monitor the learners progress
2. To prepare Programme-wise result analysis.
3. To identify the reasons for the low pass percentage in MCA and M.Sc. Data Science programmes and to implement appropriate corrective measures.
4. To provide bridge courses or tutorial sessions in order to enhance learners' academic performance.
5. To collect the reasons for absenteeism during the Final Assessment Test (FAT) directly from the learners and the mentoring system may be enhanced.


22/8/25

6. To organize an international conference on effective online learning.
7. To revise and implement the learners' feedback form in order to ensure it comprehensively addresses all aspects of the teaching and learning process.
8. UGC's four quadrant engagement to be reflected in attendance.

The meeting concluded with a Vote of thanks by **Dr. Prasantha Kumar N S**, Assistant Director, VITOL.


Dr. V. Rhymend Uthariaraj
Director, VIT Online Learning
Member Secretary, CIQA


Dr. V.S. Kanchana Bhaaskaran
Vice Chancellor, VIT
Chairman, CIQA

Vice Chancellor
Vellore Institute of Technology (VIT)
Vellore – 632 014, Tamil Nadu, India

Encl: Attendance sheet

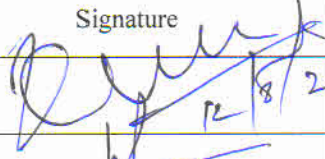



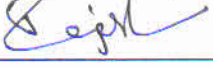













VIT
Vellore Institute of Technology
(Deemed to be University under section 3 of UGC Act, 1956)

Online
Learning Institute

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