Centre for Internal Quality Assurance (CIQA)

Minutes of Meeting on CIQA held on 24/10/2024, at 2:00 PM, in AB3, SpoRIC Discussion Room

Agenda:

1. Review on the activities of VIT online Learning in the past semester
2. Discussion on best practices for development of assignments and their Assessments

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 & Technology, NITTR, Chennai	External Expert Member

10	Dr. Kuruseelan S	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. Virtual labs to be integrated with course content for hands-on experience.
2. In-line quizzes to be added within video lectures.
3. Grade distribution to be reviewed for fairness; moderate complex questions as needed.
4. NRI student demographics to be compiled as a separate file.
5. Assessments to consider time zone differences; incorporate multi-question formats.
6. Enhance assessment quality with interactive quizzes and engagement-focused questions.
7. Implement rubrics for learning outcomes in the LMS.
8. Increase engagement in discussion forums and add weightage for participation.
9. Explore LMS settings to integrate additional apps and tools for labs and assignments.

Dr Nayeemulla Khan
Professor & Director,
VIT Online Learning

Dr Kanchana Bhaaskaran V S
Vice Chancellor
Vellore Institute of Technology
Vice Chancellor
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1.	Dr. Kanchana Bhaaskaran V S	Vice Chancellor		
2	Dr. Atanu Dutta	Professor	School of Advanced Sciences	
3	Dr. Asnath Victy Phamila Y	Professor	School of Computer Science and Engineering	
4	Dr. Christo Michael T	Professor	School of Mechanical Engineering	
5	Dr. Tulasi Prasad Sariki	Associate Professor, HoD M.Sc. Data Science(Online)	School of Computer Science and Engineering	
6	Dr. Appalaraju Murafidfiar	Associate Professor, HoD MCA(online)	School of Computer Science and Engineering	
7	Dr. Sharon Sophia	Associate Professor, HoD MBA(online)	VIT Business School	
8	Dr. Hansa Lysander Manohar	Dean Academics	Guru Nanak College, Chennai	
9	Dr. Malliga P.	Professor, Head Dept. of Education Media and Technology	NITTR, Chennai	
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