Minutes of the Meeting
Centre for Internal Quality Assurance (CIQA)
Mangalayatan University, Aligarh

The meeting of the Centre for Internal Quality Assurance (CIQA) of the University was held on September 14, 2024, at 4.00 pm at the Centre for Distance and Online Education, Mangalayatan University, Aligarh. The following members were present:

1.	Prof. P. K. Dashora, Vice Chancellor	Chairperson
2.	Dr. Ravi Kant	Member
3.	Dr. Saurabh Kumar	Member
4.	Dr. Dinesh Pandey	Member
5.	Dr. Sidharth Jain	Member
6.	Dr. Aasheesh Raizada	Member
7.	Dr. Santosh Gautam	Member
8.	Dr. Mohd. Nafees Ahmad Ansari	External Member
9.	Dr. Prabhat Sharma	External Member
10.	Dr. Jitendra Yadav	Member
11.	Ms. Deeksha Agarwal	Member
12.	Prof. Manisha Sharma	Member Secretary

Following agenda was placed before the committee for consideration:

1. Confirmation of the minutes from the CIQA committee meetings conducted on December 1, 2023.
2. To discuss the observations made by the expert committee of UGC DEB during the interface meeting for the approval of M.Sc. Chemistry and M.Sc. Physics.
3. To report the submitted annual reports, 2023-24, to DEB UGC by CIQA for ODL and OL modes.
4. To consider and approve the academic calendar of the 2024-25 session, commencing in October, 2024.
5. To consider and approve the developed e-contents for proposed job-orientated, skill-based standalone certificate, diploma, PG certificate, and PG diploma programmes in ODL and OL modes.
6. The other agenda items may be discussed with the permission of chairperson.

After detailed deliberations, the CIQA considered and approved the following:

1. The CIQA confirmed the minutes of the meeting of the CIQA dated December 1, 2023.
2. The CIQA discussed the observations made by the expert committee of the UGC DEB for the SLMs of the M.Sc. chemistry and M.Sc. physics programs. The members decided that the SLMs of these programs are required to be revised in light of the observations in order to improve the quality of the contents.
3. The chairperson of CIQA expressed appreciation for the members' support and guidance in the preparation and submission of the annual reports of CIQA for 2023-24 to UGC DEB for ODL and OL modes.
4. The CIQA discussed and approved the academic calendar of the 2024-25 session, commencing in October 2024.
5. The members of CIQA considered and approved the developed e-contents for proposed job-orientated, skill-based standalone certificate, diploma, PG certificate, and PG diploma programmes in ODL and OL modes. The members appreciated the content writers/contributors for their efforts.

6. The chairperson granted permission for the CIQA members to hold the following crucial discussions.

   a) It was discussed that the SLMs prepared for the offered programs must be regularly reviewed and updated to meet UGC DEB guidelines and NEP 2020 requirements.
   b) The committee decided to promote the conduction of faculty development programmes on a regular basis to strengthen skills in digital pedagogy, instructional design, and online assessment.
   c) The CIQA members approved the conduction of orientation and induction programmes for new learners in ODL and online mode systematically.
   d) The members of CIQA considered and approved the organisation of workshops on ICT tools and LMS.
   e) The CIQA members also discussed and approved the maintenance of transparency in the fee structure, course delivery, and evaluation processes.

The meeting concluded with the vote of thanks to Chair and members.

Dated: September 14, 2024

(Prof. Manisha Sharma)
Member Secretary Director
Centre for Internal Quality Assurance
Mangalayatan University, Aligarh, U.P.

2