



Minutes of Meeting of 9th Centre for Internal Quality Assurance (CIQA):

Date: 10-12-2025

Time: 11:00 AM

Venue / Mode: VC conference hall, Main building / Hybrid Mode

Expert Panel:

1. Dr. K. Pannerselvam, Senior Regional Director, IGNOU, Chennai.
2. Dr. S. Subramanian, Director, Tamil Nadu Open University, Chennai.
3. Dr. A.M. Narendra Kumar, General Manager, HCL EdTech, Chennai.

Members Present

1. Dr. Vikas Misra, Vice Chancellor, HITS.
2. Dr. Muthukumar Subramanian, Registrar.
3. Dr. M. Murali Krishna, Director – IQAC and CIQA.
4. Dr. Angelina Geetha, Dean – CODE.
5. Dr. John Aravindar, Dean – Admissions.
6. Dr. S. Radha Rammohan, Program Head - CODE.
7. Dr. Badri Narayanan, Associate Dean - SOM
8. Dr. Dennis Amirtharaj, Head- BBA
9. Dr. Gokila, Head- BCA & MCA.
10. Prof. Dr. T. Muthupandian – MBA Program Coordinator – CODE
11. Dr. C.N. Vidhya Lakshmi – Exam Coordinator – CODE
12. Dr. Ekta Rajput – BCA Program Coordinator – CODE
13. Mr. K. Santhosh Kumar - BBA & B.Com Program Coordinator – CODE
14. Mr. Manikandan K. - LMS Associate – CODE



Dr. M. Murali Krishna, Director IQAC and Director CIQA welcomed the members for the 9th CIQA meeting.

The special address was delivered by Dr. Vikas Misra, Vice Chancellor. He emphasized the need of interactive digital content, and personalized learning tools as essential components of modern education. He also stressed that the institution must plan strategically for new certificate programs and academic expansions while upholding quality and compliance.

Agenda-wise Discussion and Resolutions

AGENDA 1: Review of 8th CIQA and Action Taken Report (ATR)

The review of 8th CIQA & ATR was presented by Dr. S. Radha Rammohan, Program Head – CODE. The committee noted that compliance with UGC and UGC–DEB guidelines had been successfully incorporated. Academic programs and activities were strengthened based on CIQA members recommendations. All deadlines and compliance schedules issued by DEB are being strictly adhered to. CIQA meetings are conducted every six months and the corresponding reports are uploaded to the UGC portal in a timely manner. Recorded, module-wise video lectures are provided through the LMS to support students who miss live sessions and to enhance overall learning continuity. The arrear examinations were conducted immediately after the regular examinations. Measures have been initiated to streamline this process while ensuring student convenience and maintaining academic standards.

AGENDA 2: Academic Activities of Even Semester (July – December 2025)

Discussion:

The committee reviewed the academic activities carried out during the Even Semester from July to December 2025. It was informed that student details were uploaded on the UGC–DEB portal. A total of 111 students were successfully uploaded for this semester. Internal assessment was mandated as an eligibility criterion for appearing in the End Semester Examination. Recorded lecture sessions were made available to students through both synchronous and asynchronous modes, and error-free evaluation mechanisms were implemented. 17 EvBAB students successfully graduated during the semester. Three guest lectures were organized, with participation exceeding 100 students.

Dr. Angelina Geetha, Dean–CODE highlighted that special CA were conducted for students who missed internal assessments. Examination rules and regulations were reiterated to ensure uniform compliance. Attendance details, internal marks, and detailed split-up were shared with students one week prior to the examination. An Open Meet was conducted to gather student feedback and address grievances effectively. The academic timetable for the entire semester was prepared and finalized at the beginning to facilitate smooth academic planning. Arrear examinations were scheduled exclusively on Saturdays and Sundays to ensure student convenience.



Expert members, including Dr. K. Pannerselvam, Senior Regional Director, IGNOU, Chennai, and Dr. S. Subramanian, Director, TNOU, Chennai, emphasized the need for a robust system to view and post marks through the existing LMS. They stressed strict adherence to UGC–DEB regulations and recommended the Samarth Portal for managing various online education processes, subject to management decisions. The experts also advised publishing faculty details with qualifications and experience on the institutional website and strengthening the student grievance redressal mechanism through an integrated iGRAM system. Appreciation was expressed for the recording and uploading of all sessions, while strict evaluation practices and qualifying standards were strongly emphasized.

Dr. A.M. Narendra Kumar, General Manager, HCL EdTech, recommended adopting dynamic course design approaches and introducing standard quality benchmarks for evaluating qualifying students.

Resolution:

The CIQA noted the academic activities undertaken during the semester and expressed satisfaction with the implementation of teaching–learning processes, evaluation mechanisms, and student support initiatives. The committee resolved to continue strict compliance with UGC–DEB regulations, strengthen LMS-enabled academic processes, adopt dynamic course designs, and ensure timely redressal of student grievances.

AGENDA 3: Result Analysis

Discussion:

The result analysis for June 2025, covering both internal and external assessments, was presented by Dr. C.N. Vidhya Lakshmi, Exam Coordinator - CODE. The committee reviewed the overall performance and discussed assessment effectiveness. Expert members recommended strengthening continuous assessment mechanisms and suggested a minimum passing requirement of 40 percent for Continuous Internal Assessment. The existing internal to external assessment ratio of 30:70 was considered appropriate. Emphasis was placed on maintaining transparency, consistency, and rigor in evaluation practices to ensure academic integrity.

Resolution:

The CIQA emphasized to strengthen continuous assessment practices while maintaining the existing assessment weightage. The committee reaffirmed that strict evaluation standards would be followed to ensure that only qualified students progress or graduate.

AGENDA 4: Proposal for Starting New Programs and Certification Courses (July 2026)

Discussion:

The committee discussed the proposal to introduce new academic programs from July 2026, including M.Sc. programs, M.A. programs, and various Certificate and Diploma programs. Expert members suggested that the institution initially focus on Certificate and Diploma programs to address industry-relevant skill development. Collaboration with industry partners was recommended for launching skill-based certifications. The experts also advised designing



AI-integrated, dynamic, and future-ready curricula, ensuring that all proposed programs strictly adhere to UGC nomenclature, prescribed credit structures, and program-wise regulatory guidelines.

Resolution:

The CIQA advised to prioritize the introduction of Certificate and Diploma programs in collaboration with industry partners. The committee further resolved that all new programs would be developed in compliance with UGC regulations and aligned with future-oriented curriculum frameworks.

AGENDA 5: Any other points with the permission of the Chair

Discussion:

With the permission of the Chair, additional matters related to strengthening overall quality assurance mechanisms in online education were discussed. Members emphasized the importance of continuous monitoring of academic and administrative processes to ensure sustained compliance with UGC and DEB regulations.

Resolution:

The CIQA noted the suggestions and advised necessary follow up actions.

Vote of Thanks:

The meeting ended with Vote of Thanks by Dr. Angelina Geetha, Dean- CODE.

We profusely thank our CIQA members for their constant support, guidance and encouragement. We thank the management and the higher officials for their constant support and guidance.



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10/12/2025

Program Head - CODE

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10/12/25

Dean - CODE

[Signature]
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Dr. K. Pannerselvam,
(Senior Regional Director, IGNOU, Chennai.)

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Dr. S.Subramanian,
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Dr.S.SUBRAMANIAN
Professor & Director
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Director IQAC and Director CIQA

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Vice Chancellor

Copy to: Chancellor / Pro Chancellor / Executive Director/ Vice Chancellor / Registrar /

All members concerned.