Minutes of the **Committee for Internal Quality Assurance (CIQA)** Meeting for VTU Online Degree Programmes conducted on 12.10.2023 through online mode under the Chairmanship of Prof. Vidyashankar S, Hon'ble Vice Chancellor, VTU, Belagavi.

Members Present:

Dr. S.Vidyashankar, Vice Chancellor, VTU, Belagavi	Chairperson
Dr. B.E.Rangaswamy, Registrar, VTU, Belagavi	Member
Dr. B.Sadashive Gowda, Dean, Faculty of Engineering VTU & Principal, VVCE, Mysuru	Member
Dr. Santosh L Deshpande, Professor, VTU CPGS, Balagavi	Member
Dr. T.Manjunatha, Professor, UBDTCE, Davangere	Member
Dr. H.Rajeshwari Sreenivasa, Dept. of Studies in Management, Karnataka State Open University, Mysore	Member
Dr. Mahesha V, Dept. of Studies in Commerce, Karnataka State Open University, Mysore	Member
Dr. P.Sandhya, Associate Professor, VTU CPGS, Mysuru	Member
Dr. T.P.Renukamurthy, Director, VTU CDOE, Mysuru	Member Secretary

Members Absent:

Dr. K. N. Subramanya, Principal, R V College of Engineering, Bengaluru	Member
Prof. Ananth Prabhu, Dept. of Computer Science & Engineering, Sahayadri College of Engineering & Management, Mangaluru	Member
Smt. M. A. Sapna, Finance Officer, VTU, Belagavi	Member

Dr. T.P.Renukamurthy, Director, VTU Centre for Online Education and Member Secretary, welcomed the Chairperson and all the members to the CIQA committee meeting.

Agenda

1. Renaming of the Centre for Online Education
2. Academic Structure and Staffing Norms
3. Applying to UGC for New Online Degree Programmes
4. Articulation of Vision, Mission, Functions, Quality Monitoring Mechanism of CIQA for VTU Online Degree Programmes

The minutes of the previous CIQA meeting were reviewed by the Committee and the Member Secretary informed the committee about the successful submission of the application to the UGC DEB Portal bearing Registration ID: HEI-P-U-0249 dated 03-04-2023. Compliance to the deficiencies sought by the UGC on 28-04-2023 was also provided, along with an Affidavit and Undertaking. VTU has obtained NOC for Online Degree Programmes as per Chapter 5 of APH by AICTE 2023-24 approval process (Ref. No.: south-west/2023-24/1-43417823205 dated 29-07-2023) and from UGC to start the following online degree programmes under entitled category (Ref. No.: 39-2/2023(DEB-1) dated 17-08-2023).

UG Programme (3 years Programme)	
Sl. No	Name of Programme
1	BBA in Digital Marketing
2	BCA in Data Sciences
3	BCA in Data Analytics
PG Programme (Computer Applications) (2 years Programme)	
Sl. No	Name of Programme
4	Master of Computer Applications in Artificial Intelligence and Data Science
5	Master of Computer Applications in Cyber Security and Cloud Computing
PG Programme (Management) (2 years Programme)	
Sl. No	Name of Programme
6	MBA (HR / MM / FM)
7	MBA in Business Analytics
PG Diploma Programme (2 years Programme)	
8	Post Graduate Diploma (Financial Analytics, Marketing Analytics, HR Analytics)
9	Post Graduate Diploma (Investment Management, Risk Management, Financial Management, Retail Management)
10	Post Graduate Diploma (Cyber Security and Cloud Computing)
11	Post Graduate Diploma (Big Data Analytics)
12	Post Graduate Diploma (Software Testing)

1. **Renaming of the Centre for Online Education:**

The Member Secretary provided an overview of the compliance requirements as per the UGC (ODL Programmes and Online Programmes) Regulations 2020 and emphasized the renaming of the Centre for Online Education (COE) to the Centre for Distance and Online Education (CDOE).

Resolution:

The Chairman and members of the committee unanimously recommended for renaming the Centre for Online Education (COE) to the Centre for Distance and Online Education (CDOE) as per the regulations and to release an official notification for the same.

2. Academic Structure and Staffing Norms:

The Member Secretary briefed the committee on the academic structure for the July/August 2024 session, including the status of recording video content, the schedule of doubt-clearing sessions, and the academic calendar.

Resolutions:

- **Staffing Norms and Infrastructural Requirements:**

The Chairman and members discussed the need for adequate administrative, academic, and technical support to ensure the effective delivery of online programmes. This included the development and delivery of e-content, management of the Learning Management System (LMS), and support for admission and examination processes. The following staff members were nominated, and the committee recommended to release an official notification for the same:

(a) Programme Coordinators:

Dr. Preeti Patil, Programme Coordinator for Management

Dr. Kumar P K, Programme Coordinator for Computer Applications

(b) Course Coordinators:

MBA Programme: 05 Nos.

BBA Programme: 05 Nos.

MCA Programme: 06 Nos.

BCA Programme: 06 Nos.

PG Diploma Programme: 06 Nos.

(List of Course Coordinators enclosed as Annexure - 1)

(c) Course Mentors:

MBA Programme: 05 Nos.

BBA Programme: 05 Nos.

MCA Programme: 06 Nos.

BCA Programme: 06 Nos.

PG Diploma Programme: 06 Nos.

(List of Course Mentors enclosed as Annexure - 2)

(d) Examiners: VTU will appoint examiners as needed during the examination period and pay appropriate honorarium as per the norms from the VTU e-Learning budget.

(e) Technical Team and Administrative Staff:

- Technical Team for Development of e-Content:
  - ✓ Technical Manager (Production): Mr. Manjunatha B
  - ✓ Technical Associate (Audio-Video recording and editing): Mr. Seetharamu
  - ✓ Technical Assistant (Audio-Video recording): Mr. Shivakumar C M
  - ✓ Technical Assistant (Audio-Video editing): Mr. Shivakumar C M
  - ✓ Technical Team for Delivery of Online Programmes:

- Technical Team for LMS and Data Management
  - ✓ Technical Manager : Mr. Manjunatha B
  - ✓ Technical Assistant : Mr. Shivakumar C M

- Technical Team for Admission and Examination for Online Mode:
  - ✓ Technical Manager : Sri. Raja P
  - ✓ Technical Assistant : Smt. Ashwini K

- Administrative Staff:
  - ✓ Deputy Registrar: Mrs. Vanishree Raghuveer
  - ✓ Assistant Registrar: Dr. Basaveraj S Tigadi
  - ✓ Section Officer: Mr. Madappa L, Mr. Lokesh N
  - ✓ Assistant: Mr. C M Prasanna Kumar, Mr. H Hanumantharaya
  - ✓ Computer Operators: Mrs. Debora Stanley, Mr. Balachandra K
  - ✓ Multi-Tasking Staff: Mrs. Kavitha M N, Mr. Sathisha C

- Academic Counsellors:
  - ✓ Management Programme: Dr. Preeti Patil
  - ✓ Computer Applications Programme: Dr. Kumar P K

3. Applying to UGC for New Online Degree Programmes

The Member Secretary informed the committee that the MBA in Digital Marketing and Regular MCA programmes were approved by AICTE but not yet by the UGC.

Resolution:

The Chairman, after brief discussion, opined that to incorporate the Regular MCA programme and MBA in Digital Marketing, it is necessary to make some adjustments. One option is to consider replacing one of the existing PG Diploma programmes with the Regular MCA programme, preferably the PG Diploma programme in Cyber Security and Cloud Computing, as the same specialization is available under the MCA Programme. Hence, the Chairman and members of the committee unanimously recommended withdrawing the PG Diploma programme in Cyber Security and Cloud Computing and replacing it with the Regular MCA Programme. The Chairman pointed out that UGC has approved a total of 12 programmes (03 UG and 09 PG), leaving an option for including one additional PG Programme. Hence, MBA in Digital Marketing may be applied for, resulting in 03 UG and 10 PG Programmes under the entitled category.

4. **Articulation of Vision, Mission, Functions, Quality Monitoring Mechanism of CIQA for VTU Online Degree Programmes:**

The CIQA committee had a thorough evaluation and articulated the Vision, Mission, Functions, Quality Monitoring Mechanism of CIQA along with the brochure (enclosed in Annexure - 3). The committee unanimously recommended the same.
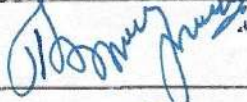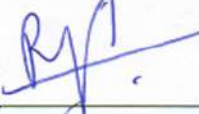
- **Vision:** The Vision of CIQA at Visvesvaraya Technological University (VTU) Online Degree Programmes is to establish and uphold a culture of excellence in the delivery of online education. CIQA aims to ensure that all online programmes are of the highest quality, meeting national and international standards of education. It strives to foster continuous improvement through systematic evaluation, innovative practices, and adherence to regulatory guidelines. This vision aligns with VTU's overarching mission to provide globally competitive technical education and to promote research and innovation in emerging technological fields.

- **Mission:** The Mission of the Centre for Internal Quality Assurance (CIQA) for Visvesvaraya Technological University's (VTU) Online Degree Programmes is to ensure and enhance the quality of online education through systematic and continuous improvements. CIQA aims to implement effective quality assurance mechanisms, foster a culture of continuous improvement, ensure adherence to regulatory guidelines, promote professional development for faculty and staff, and enhance learner support systems. By focusing on these core objectives, CIQA is committed to delivering high-quality, accessible, and innovative online education that aligns with national and international standards and meets the evolving needs of modern learners.

- **Functions of CIQA:**
  - ✓ To maintain quality in the services provided to the learners.
  - ✓ To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.
  - ✓ To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
  - ✓ To devise mechanism to ensure that the quality of Online Learning programmes matches with the quality of relevant programmes in conventional mode.
  - ✓ To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely,learners, teachers, staff, parents, society,employers, and Government for quality improvement.
  - ✓ To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
  - ✓ To facilitate the implementation of its recommendations through periodic reviews.
  - ✓ To organize workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
  - ✓ To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
  - ✓ To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s)
  - ✓ To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;

- ✓ To ensure the proper implementation of Programme Project Reports by designing a suitable mechanism.
- ✓ To maintain our cord of Annual Plans and Annual Reports of Higher Educational Institutions, review them periodically and generate actionable reports.
- ✓ To provide inputs to the Higher Educational Institutions for restructuring of programmes in order to make them relevant to the job market.
- ✓ To facilitate system-based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- ✓ To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- ✓ To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- ✓ To coordinate between Higher Educational Institutions and the Commission for various quality-related initiatives or guidelines.
- ✓ To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- ✓ To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- ✓ It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

The meeting ended with vote of thanks to the Chairperson and members of the CIQA committee by the Member Secretary.

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