



**CENTRE FOR DISTANCE AND ONLINE EDUCATION**

**Minutes of the First CIQA meeting**

**Meeting Title: First CIQA Meeting**

**Date & Time: 09.12.2025 / 2pm to 3.30 pm**

**Venue : IQAC Board Room, 3<sup>rd</sup> Floor, College Building / Google Meet link shared to all participants.**

**Attendees:**

Dr. Uma Sekar- Vice Chancellor

Dr. Mahesh Vakamudi- Pro Vice Chancellor

Dr. S. Senthilkumar, Registrar

Dr. Selvam Jesiah, Principal, Faculty of Management Sciences

Dr. A. Ravi, Senior Co-ordinator(IQAC), Director (CIQA)

Prof. T. Ragunathan- Dean, SRET

Mr. C. Shanath Kumar, Director CDOE

Mr. D. Lakshminarayanan, Senior Manager, (Finance & Accounts)

Mr. Ananth Sailoganathan, Associate Professor, Dept. of Optometry

Dr. R. Kavitha, Head. Dept. of Pharmacology, SRMC & RI

Dr. Vijayalakshmi.P, Professor & HOD Applied Psychology & Principal Incharge of  
Faculty of Behavioural & Social Science

Dr. Paramita Datta, Assistant Professor

Prof. L.P. Rajan, Professor, RNS Institute of Management, Bangalore ( External expert)

**Members excused:**

Dr.G.P. Sudhakar, Professor, Centre for Educational and Social Research, Bangalore  
( External Expert)

**AGENDA**

**Permission of the Chair Person**

1. Welcome address by Director CDOE
2. Introduction of CIQA Members
3. CIQA Role and Functions- Director CDOE
4. Roadmap and plans for CIQA Activities- Senior Co-ordinator IQAC ( Director CIQA)

**AGENDA 1**

The meeting commenced with a welcome address by the Director, who greeted all the CIQA members and emphasised the importance of CIQA in ensuring quality standards in online education as per UGC regulatory guidelines.

**AGENDA 2**

All CIQA members introduced themselves. The Director formally acknowledged the constitution of the CIQA committee. Prof. L.P. Rajan, Professor, RNS Institute of Management, Bangalore ( External expert)-joined online.

**AGENDA 3**

The roles and functions of CIQA were presented by Ms. Nandini CDOE staff. PPT displayed to the panel members.

The key discussions related to :

- ❖ Quality assurance
- ❖ Compliance and Accreditation
- ❖ Curriculum and Material Development
- ❖ Programme Development
- ❖ Monitoring and Review
- ❖ Feedback mechanism
- ❖ Documentation and Reporting
- ❖ Innovation and Best Practices

#### **AGENDA 4**

Dr. A. Ravi - Senior Co-ordinator IQAC ( Director CIQA) explained in detail Roadmap for CIQA activities. The committee outlined short term and long term plans.

#### **CONCLUSION**

The meeting concluded with a vote of thanks to the Chair person. All members agreed to contribute towards the effective functioning of CIQA actively.



**C.SHANATH KUMAR**  
**DIRECTOR CDOE**