

Minutes of 2nd meeting of the Centre for Internal Quality Assurance (CIQA) held online on
1st March 2021 at 11:00 AM

Agenda

1. Approval of CIQA Committee and Members
2. Board of Studies have completed online courses' CO, PO and PSO & curriculum
3. Agenda points for the next CIQA meeting
4. Approval of third meeting to be decided

2nd Centre for Internal Quality Assurance Meeting

The second Meeting of Centre for Internal Quality Assurance (CIQA) of Amrita AHEAD held on 1st March 2021 online at 11:00 AM. The meeting was chaired by Dr. Venkat Rangan, Vice Chancellor, Amrita Vishwa Vidyapeetham.

Following members were present in the meeting

Dr. Venkat Rangan – Vice Chancellor, Amrita Vishwa Vidyapeetham
Dr. Krishnashree Achuthan – Director, Amrita AHEAD Online Program
Dr. Raghu Raman - Dean, School of Business & Center for Accreditations, Rankings & Eminence
Dr. Krishnakumar – Dean, Faculty of Engineering
Dr. Sethumadhavan – Chairperson, Centre for Cyber Security
Dr. Prema Nedungadi – Chairperson: Computer Science and Engineering
Dr. Amrithalakshmi - Chairperson : Commerce & Management
Dr. Shriram Vasudevan - Project Manager & Principal Consultant, L&T Technology Services
Dr. Jayaraman Krishnaswamy - Consultant/ Visiting Professor, School of Business
Dr. Sanjivi Arul – Deputy Registrar, Amrita AHEAD Online Program
Mr. Shivakumar – Head, Finance & Accounts

Agenda #1:

Approval of CIQA Committee and Members:

Dr. Venkat Rangan approved the following CIQA Committee members for a term of three (3) years:

- Vice Chancellor of the University – Chairperson; Dr. Venkat Rangan
- Senior teachers of Higher Educational Institutions - Dr. Raghu Raman,
- Dr. Krishnakumar, Dr. Sethumadhavan
- Head of departments or Schools: Dr. Prema Nedungadi, Dr. Amrithalakshmi
- External experts of online education - Dr. Shriram Vasudevan and Dr.
- Jayaraman Krishnaswamy
- Representatives from the Administration and Finance departments of the Higher Educational Institution - Dr. Sanjivi Arul, Mr. Shivakumar
- Member Secretary – Dr. Krishnashree Achuthan, Director, AHEAD Online

Agenda #2:

1. Form an Audio Video Content team, Create a structure, process, methodology and quality check procedures to review / approve every video content created.
2. Create a quality guidelines checklist for all AV content.
3. Create training Videos for Faculties and students to familiarize with Learning Management System (LMS) platform.
4. Create a demo LMS for easier understanding and navigation.
5. Create Faculty Development Program (FDP) to support and guide faculties online teaching.
6. Create a dedicated support email ID for students to send their questions / concerns.

Agenda #3: Approval for the third meeting to be conducted on September 14, 2021.

Vote of Thanks:

The meeting was closed with the vote of thanks proposed by Dr. Krishnashree Achuthan, Director, Amrita AHEAD Online Program thanking all the members of the committee for the valuable inputs and contribution.

Krishnashree Achuthan

Seal of Deputy Registrar, Amrita AHEAD

Seal of Director, Amrita AHEAD

