Centre for Open and Digital Education

Minutes of the Second Centre for Internal Quality Assurance Meeting held on : 27th October

Centre for Internal Quality Assurance Committee:

S. No	CIQA Committee Compositions		Proposed Faculty Members
1	Vice-Chancellor of the University	Chairperson	Dr. S.N.Sridhara, Vice Chancellor, HITS
2	Three senior teachers of HEI	Members	**1.** Dr. Mathana Magdalene, Dean Research, HITS **2.** Dr. Sudalaimuthu, Prof & IQAC Coordinator, HITS
3	Head of three Departments or Schools of Studies offering recognized programmes in ODL and Online mode	Members	1. Dr. David Easow, Head – SLAAS, HITS 2. Dr. Badrinarayan, Head- SoM, HITS 3. Dr. Sherine Joy , Head- Languages, HITS 4. Dr. Maruthi,, Head - Department of Computer Applications, HITS
4	Two external experts of ODL and/or online education	Members	1. Dr. T. V. Geetha, Former DEAN of Anna University, Chennai. 2. Dr. J. Mangayarkarasi, Dean of Academic Affairs & Head, Ethiraj College for women, Chennai 3. Dr. B. Devamaindhan, Associate Professor of Management Studies, Institute of Distance Education, University of Madras
5	Officials from the Administration and Finance department of the HEI	Members	1. Mr. Enid Verghese, Deputy Director, HITS, 2. Dr. Pon Ramalingam , Registrar, HITS 3. Mr. Y.Selvarajan, Finance Officer, HITS
6	Industry Experts	Members	1. Dr. Alok Chhajer, ISDC, Bangalore 2. Dr. Dhimant Ganatra, ISDC, Bangalore
7	Director, CIQA	Member Secretary	Ms. Ami Agarwal, Head-CODE

Agenda Points

1. Review of Curriculum structure of OL Programmes
2. Review of academic regulations of CODE
3. Quality of assessment of SLM and Videos
4. Review of LMS
5. Review of Examination process
6. Review of results
7. Any other items with the permission of the chair

1. Review of Curriculum structure of OL Programmes

A detailed review of the new OL Program Syllabus was done by the CIQA, for the upcoming session (beginning Nov Last week)

Syllabus Structure for -

MCA (OL)

The following suggestions were given to rearrange the courses in the curriculum, while keeping the total course credit count same:

- Industry-oriented internships can be given as an option instead of an elective. The student opt either elective course or internship. This was suggested for the working people, so that they can actually present the details about the project they are working on. We will take the company's NOC for such projects. The project reports submitted later can be used as case study.
- Identify Automatic evaluation tools to evaluate Practical Components and to frame the rubrics for the same. Preferably we should find some open source compilers and other tools and we should be able to integrate them with our LMS, so that the experience for students is seam-less.
- Practical components have to be included for subjects like - Advanced Data Structures and Algorithms, Machine learning, RDBMS, Software Testing and Quality Assurance. There was a consensus in the committee that this will increase the value of the course and will make the students more industry ready.
- It was suggested that in the 3rd semester, we should have Project Phase – I as a 2 credit course where the students can finish the theoretical part of the project. It was also suggested to reduce the credits of Presentation Skills and Academic Writing to 2 credits from 4, so that the Project Phase – I can be accommodated.
- Presently the way Electives are designed, there was no practical component in them, so it was suggested to include practical components in Elective courses.
- Application oriented courses to be included in the elective list.

MA (OL)

- Practical components have to be included in English Language: History, structure, & Phonetics, Interpersonal communication, Written Project and viva and Theater and Communication.
- The course titled - Indian writing in English, the title of the course to be changed to Indian literature.

- British Literature in the syllabus is taught in semesters 1, 2 and 3, and it was discussed that we should actually reduce British Literature to only 2 courses and Indian Literature to be increased to 2 courses, instead of only 1 course
- It was also suggested to include two job-oriented electives, at present there are no electives in MA English.

BCA (OL)

- Change of course title "Introduction to Digital Logic Fundamental", either to keep "Introduction" or "Fundamental". It was decided to rename the course as "Digital Logic Fundamentals".
- Change of course Title for English I in Semester I as "Verbal Communication" and English II in Semester II as "Non-Verbal Communication".
- Introduction of some practical components in the courses - Business Statistics, Introduction to Accounting, Personality Development, Web Programming, Operating System, Computer Network, Python, Data Mining courses. The necessary changes have to be made in the Course delivery hours, considering the practical components. But, the total credits for the program will remain the same.
- It was decided to remove "Microprocessor" course from the curriculum
- It was decided to introduce the application-oriented courses in the electives of all the three specialization.

MBA (OL)

- The committee insisted of making the MBA Program more Industry ready with practical components in "Statistics and Analytics", "Foundations for Business", and "Financial Accounting and Reporting", "Entrepreneurship and Business Analytics".
- Change the term "Elective" to "Specialization", for all programs.
- Include Professional / Business Ethics course in place of "Open Elective", presently mentioned in the syllabus.

BBA (OL)

- Change the nomenclature of the course named "English" to "Business English"
- Include practical components for "Accounting for Business" and "Business Mathematics". We can search for some software that gives practical problems to be solved by the students.
- Avoid using abbreviations in Curriculum and Syllabus.

- Bring in practical components at least for two subjects per semester. Otherwise the Program becomes theoretical program and it is very easy to lose student enrolment.

BCom (OL)

- Change the nomenclature of the course named "English" to "Business English" and this is a common course between BBA and B. Com
- Change the nomenclature of "Environmental Science" to "Ecology/Sustainable Developmental Goals" or "Green Business Opportunities" – need to get some inputs from the industry for this.
- Introduce Subjects on Auditing in B.Com.
- Electives to be introduced from Semester-4 onwards
- In place of the course "Research Methodology", an elective can be included.

2. Review of academic regulations of CODE

DISCUSSION

- The following suggestions were given to be included in the regulations:
- The committee suggested including ID proof verification for Indian and Foreign students, which are mandatory for using Aadhar and passport respectively.
- Modify the class hour distribution details into a table format.
- The new credit changes for all UG(OL) courses shall be implemented in retrospective, but later discussions confirmed that it cannot happen in retrospective.

3.Quality assessment of SLM and Videos

DISCUSSION

The following suggestions were given to improve the quality of SLM and videos

- The guidelines/SOPs have to be created that should clearly state the expectations in terms of the background, lighting, having a focus light, body language, green mat facility, sound quality and power point templates. Basically, all the internal and external members agreed that there should be more uniformity how a video is designed, so other than the faculty and content delivery, rest everything should be same in all videos.

- While recording the videos during a synchronous session, right below the faculty image, there is a space provided where we can view the images of the participants. But since most of the students put their cameras on switched off mode, no images are there to show. In this space a black block is visible, so it was suggested to remove that while editing.

- Guideline/SOP to be issued specifying the design template for the presentation, the font family and the font size to be used and very importantly about the optimum usage of the available slide space.

- Dr. T.V Geetha gave a presentation on E-content preparation for the faculties where she showed how she created her videos and also the format of the presentation.

4. Review of LMS

DISCUSSION

The following suggestions were given to improve the quality of LMS:

- Keyword search across the platform, has to be implemented both in the Faculty view and Student view of LMS
- Minimum quality of the image of the answer sheet to be uploaded, must be mentioned in the examination instructions along with the minimum and maximum size of the image that can be uploaded.
- Grievance portal has to be created and made a part of the LMS to make the reporting easier for the students and resolving of the grievances will become much easier and transparent. The SOP has to be framed to classify the grievances in different categories, starting from admission to the award of degree.
- Report generation option is there in the LMS but it requires to be updated so that the Program Co-Ordinator can customize the reports as per the requirements specially to generate class-wise CO attainment, inactive learners' details.
- Suggested by VC Sir: Maybe at the beginning of the Program, other than the first module, we can keep the other modules locked and we should prompt the students to take a small test/quiz after finishing each module. I suggest that we can also keep a minimum pass percentage to be attained to move to the next module, e.g., suppose I take up the test of say 5 questions, after module 1 and I scored 2/5, whereas the minimum requirement is 50%, I will be asked to study the same module again and take a re-test for this module. Ideally, for each module we should keep a question banl of around 25 questions (All MCQs), so that every time the questions for the quiz can be shuffled and a student does not get the same questions again.

5. Review of Examination process

- Result review should happen with an external member who is not a part of CIQA.
- The same QP pattern shall be followed for ODL and OL. 80 % questions are framed in MCQ and 20% in descriptive.

6.Review of results

- Mention the total number of students enrolled in each programme in graph representation
- The result analysis of final internal marks has to be prepared
- Minimum, Average and Maximum CGPA score is to be incorporated in the result analysis.
- External evaluation has to be done for 20 - 25% of ESE answer script of all the MBA courses of semester 1

7.Any other items with the permission of the chair

 Infrastructure
- CODE- raised the requirements to improve the recording studio with mega recording room and additional equipment like a proper tele-prompter.
- Requested to recruit more faculties for upcoming semesters and provide necessary infrastructure like office space and staff rooms

CIQA

- CIQA has to be conducted thrice in a year.
- SOP has to be framed for conducting CIQA which includes internal, and external member selection criterion, agenda preparation, time gap between invite and meeting.