Minutes of the **Committee for Internal Quality Assurance (CIQA)** Meetingfor VTU Online Degree Programmes conducted on 15.04.2024 through blended 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. Sadashive Gowda, Dean, Faculty of Engineering VTU & Principal, VVCE, Mysuru	Member
Dr. Santosh L Deshpande, Professor, VTU CPGS, Belagavi	Member
Dr. T.P. Renukamurthy, Regional Director, VTU Regional Office & Professor, Dept. of Management Studies VTU CPGS, Mysuru	Member
Dr. Preeti Patil, Programme Coordinator, Management Programme, VTU CDOE, Mysuru	Member
Dr. Kumar P K, Programme Coordinator, Computer Applications Programme, VTU CDOE, Mysuru	Member
Dr. H. Rajeshwari Sreenivasa, Dept. of Studies in Management, Karnataka State Open University, Mysore	Member
Dr. B.E.Rangaswamy, Registrar, VTU, Belagavi	Member
Dr. T. N. Sreenivasa, Registrar (Evaluation), VTU, Belagavi	Member
Dr. P. Sandhya, Director, VTU CDOE, Mysuru	Member Secretary

Members Absent:

Dr. Dinesh Rangappa, Professor, VTU CPGS, Muddenahalli	Member
Mr. Raunak Singh Ahluwalia, Industry Expert, New Delhi	Member
Smt. M.A. Sapna, Finance Officer, VTU, Belagavi	Member
Dr. Mahesha V, Dept. of Studies in Commerce, Karnataka State Open University, Mysore	Member

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

Agenda

1. Review of SOP for Identification of Course Experts, Mentors, and Coordinators
2. Constitution of e-Content Review Expert Committee
3. Formation of Committee for Finalization of Certificate Templates
4. Workflow for Module-wise Question Banks
5. Any other items with the permission of the Chair

Agenda 1: Review of SOP for Identification of Course Experts, Mentors, and Coordinators

The Chairman, in adherence to the UGC (Open and Distance Learning and Online Programmes) Regulations, 2020, initiated a review of the Standard Operating Procedure (SOP) for the identification and engagement of Course Experts, Course Mentors, and Course Coordinators for VTU Online Degree Programmes. These academic personnel are entrusted with critical academic responsibilities, including the design and development of e-content, conducting live interactive and doubt-clearing sessions, and preparation of module-wise question banks, as mandated under Clause 10 and Annexure VI of the UGC ODL/OL Guidelines.

To ensure transparency, quality assurance, and subject competency in the selection process, it was resolved that faculty members expressing interest in contributing to academic activities shall submit a 10-minute sample video lecture for preliminary evaluation by the e-Content Review Expert Committee. The evaluation criteria shall include subject knowledge, pedagogical clarity, and digital presentation skills. Upon selection, Course Experts shall submit a Declaration Form in the prescribed format (Appendix – 1), affirming adherence to academic responsibilities, timelines, and content standards as per UGC norms. For each course, a minimum of two and a maximum of five Course Experts shall be nominated to ensure adequate academic coverage and peer support. Among them, a senior faculty member shall be designated as Course Coordinator to oversee overall content integration and mentoring, while others may serve as Course Mentors to assist in learner support and facilitation.

In line with UGC requirements for learner-instructor interaction, it was further resolved that a minimum of two hours of live interactive/doubt-clearing sessions be scheduled per course in each semester. These sessions shall be conducted via the Learning Management System (LMS) and archived for asynchronous access.

Recognizing the importance of content preservation and enrichment, the Committee also resolved that mastered (RAW) video contents and re-mastered (edited) video contents be systematically stored in the Network Attached Storage (NAS) facility for future reference, re-editing, and continuous enrichment of e-content. The finalized and re-mastered contents shall be uploaded to the LMS, integrated with interactive sessions, thereby strengthening the teaching-learning process.

Resolution: The Members of the CIQA Committee unanimously approved and endorsed the revised SOP for identification of Course Experts, Mentors, and Coordinators, including provisions for e-content preservation and enrichment, and further endorsed the proposed remuneration framework for academic and evaluation-related activities. These recommendations are aligned with the UGC ODL/OL 2020 Regulations and aim to ensure academic quality, transparency, learner engagement, and effective content delivery in VTU Online Degree Programmes.

Agenda 2: Reconstitution of the e-Content Review Expert Committee and Revision of Meeting Structure

In alignment with the UGC (ODL and Online Programmes) Regulations, 2020, which emphasize structured academic governance and quality assurance mechanisms for content development and delivery, the Chairman directed the reconstitution of the e-Content Review Expert Committee for VTU Online Degree Programmes. This reconstitution aims to streamline the evaluation and approval process for e-content and interactive sessions.

Considering the need for academic parity and operational efficiency, the Chairman recommended that a single e-Content Review Expert Committee meeting be convened for each academic session, rather than organizing separate meetings for individual programmes such as Management Studies and Computer Applications. This unified structure will enhance consistency in content evaluation, promote inter-disciplinary insights, and reduce duplication of effort while maintaining programme-specific rigor.

Reconstituted Composition of the e-Content Review Expert Committee

Category	Nominations
The Dean, Faculty of Engineering, VTU, Belagavi	Chairperson
External Domain Expert, Computer Applications	Member
External Domain Expert, Management Studies	Member
The Assistant Director, VTU CDOE, Mysuru	Member
The Programme Coordinator, Computer Applications Programme, VTU CDOE, Mysuru	Member
The Programme Coordinator, Management Studies Programme, VTU CDOE, Mysuru	Member
Deputy Director, VTU CDOE, Mysuru	Member Convener

Resolution: The Members of the CIQA Committee unanimously endorsed the reconstitution of the e-Content Review Expert Committee and the revised meeting structure, with effect from the October 2025 academic session.

Agenda 3: Constitution of the Committee for Finalization of Templates for Academic Certification

In accordance with Clause 7 and Annexure VI of the UGC (ODL and Online Programmes) Regulations, 2020, which underscore the necessity of maintaining authenticity, transparency, and uniformity in the issuance of academic credentials for learners enrolled in Online Degree Programmes, the Member Secretary proposed the

formation of a committee for finalization of the templates for Semester-wise Marks Cards, Convocation Certificates, Provisional Degree Certificates, and Academic Transcripts for students of VTU Online Degree Programmes.

The proposed committee shall ensure that the templates for Semester-wise Marks Cards, Convocation Certificates, Provisional Degree Certificates, and Academic Transcripts reflect the unique nature of online learning while maintaining parity with the certificates issued for conventional programmes, as per the UGC guidelines.

Constitution of the Committee

Sl. No	Members	Nominations
1	Dr. T. N. Sreenivasa, Registrar (Evaluation), VTU, Belagavi	Chairman
2	Dr. S. L. Deshpande, Academic Senate Member, VTU, Belagavi & Professor, Dept. of CSE, VTU CPGS, Belagavi	Member
3	Dr. Mahantesh N Birje, Professor, Dept. of CSE, VTU CPGS, Belagavi	Member
4	Dr. P. Sandhya, Director, VTU CDOE, Mysuru	Member
5	Dr. Kumar P K, Assistant Director, VTU CDOE, Mysuru	Member Convener

Resolution: The Chairman and the Members of the CIQA Committee unanimously recommends for the formation of the committee and endorsed the proposed nominations.

Agenda 4: Workflow for Module-wise Question Banks:

The Committee deliberated on the preparation, review, and approval mechanism for module-wise question banks of VTU Online Degree Programmes. It was resolved that the concerned faculty members shall prepare module-wise question banks for

each course as per the approved scheme and syllabus. Once prepared, the question banks will be uploaded to the Synology NAS maintained by VTU CDOE. The Committee noted that the Synology NAS provides highly secure storage, ensuring restricted access through role-based authentication, end-to-end encryption, IP block/allow lists, audit logs, and automatic backup mechanisms, thereby maintaining confidentiality and integrity of the examination material.

The uploaded question banks will then be reviewed course-wise by the respective Board of Examiners (BoE). Following the review, approvals will be obtained from the respective BoE Chairmen and the Controller of Examinations (CoE) through the manual mode to authenticate and validate the content. Subsequently, the course-wise question banks will be uploaded to the proctored examination platform, where the BoE Chairman and the CoE will provide final approval in online mode, completing the end-to-end workflow with multiple layers of scrutiny.

The Committee further resolved that the Assistant Director, VTU CDOE, will serve as the Single Point of Contact (SPOC) for the entire process, coordinating the preparation, secure storage, review, and approval stages. The Assistant Director will also ensure strict compliance with both manual and online approval protocols so that the integrity, security, and confidentiality of the question banks are maintained at all levels.

Resolution:

The Committee approved the proposed workflow for preparation, secure storage, review, and approval of module-wise question banks and authorized the Assistant Director, VTU CDOE, to oversee and coordinate the process in its entirety.

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

Memebrs	Nomination	Signature
Dr. S. Vidyashankar, Vice Chancellor, VTU, Belagavi	Chairperson	
Dr. B. Sadashive Gowda, Dean, Faculty of Engineering VTU & Principal, VVCE, Mysuru	Member	
Dr. Santosh L Deshpande, Professor, VTU CPGS, Belagavi	Member	
Dr. T.P.Renukamurthy, Regional Director, VTU Regional Office & Professor, Dept. of Management Studies VTU CPGS, Mysuru	Member	
Dr. Dinesh Rangappa, Professor, VTU CPGS, Muddenahalli	Member	Absent
Dr. Preeti Patil, Programme Coordinator, Management Programme, VTU CDOE, Mysuru	Member	
Dr. Kumar P K, Programme Coordinator, Computer Applications Programme, VTU CDOE, Mysuru	Member	
Mr. Raunak Singh Ahluwalia, Industry Expert, New Delhi	Member	Absent
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	Absent
Dr. B.E. Rangaswamy, Registrar, VTU, Belagavi	Member	
Dr. T. N. Sreenivasa, Registrar (Evaluation), VTU, Belagavi	Member	
Smt. M.A.Sapna, Finance Officer, VTU, Belagavi	Member	Absent
Dr. P. Sandhya, Director, VTU CDOE, Mysuru	Member Secretary	