



KALASALINGAM
Academy of Research and Education
(DEEMED TO BE UNIVERSITY)
Estd.U/S 3 of UGC Act 1956. Accredited by NAAC with "A++" Grade
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Thiru. T. Kalasalingam
Founder Chairman

"Ilavavallal"
Dr. K. Sridharan
Chancellor

Dr. S. Narayanan
Vice-Chancellor

Date: 24/12/2025

Sub: KARE CDOE – Minutes of the first meeting of CIQA for Online and Distance Education – Approval – regarding

The minutes of the first meeting of Centre for Internal Quality Assurance (CIQA) for Online and Distance Education for the academic year 2025-26 held on 19.12.2025 is approved.

VICE CHANCELLOR

Dr. S. NARAYANAN

Vice - Chancellor

Kalasalingam Academy of Research and Education
(Deemed to be University)
Anand Nagar, Krishnankoil - 626 126.

To
The Director – CIQA and Director - CDOE

The first meeting of Centre for Internal Quality Assurance (CIQA) of the Centre for Distance and Online Education (CDOE) for the academic year 2025-2026, held at 10.00 a.m. on Friday, the, 19th December 2025, through online mode.

The meeting was chaired by Dr. S. Narayanan, Vice-Chancellor, Kalasalingam Academy of Research and Education.

The following members were present during the meeting:

Dr. S. Narayanan	--	Chair Person
Vice-Chancellor		
Dr. P. Balamurugan	--	Member
HoD, Business Administration		
Dr. K. Balasubramanian	--	Member
HoD, Computer Applications		
Dr. B. R. Aravindh	--	Member
HoD, Department of English		
Dr. G. Thamaraiselvi	--	Member
HoD, Department of Commerce		
Dr. J. Prabhakaran	--	Member
Department of Business Administration		
Dr. M. Arun	--	Member
Department of Computer Applications		
Dr. S. Rani	--	Member
Department of Commerce		
Dr. Umant P. Kulkarni	--	External Member
Professor / CSE, SDM College of Engineering, Dharwad		
Dr. P. Shanmugavadivu	--	External Member
IQAC Cell, The Gandhigram Rural Institute		
Dr. T. Senthil Muthu Kumar	--	Member
Director - CDOE		
Mr. C. S. Sankaranarayanan	--	Member
Finance Officer		
Dr. C. Sivapragasam	--	Member Secretary
Director-CIQA		

Meeting Summary

The meeting focused on strengthening the quality assurance mechanisms and academic and administrative processes of the CDOE. The Vice-Chancellor emphasized the importance of systematic learner management, regulatory compliance, effective communication, and continuous quality improvement in the delivery of online programmes.

The Member Secretary presented the key quality assurance measures relating to the systematic generation of DEB-ID and Registration Numbers, course registration, learner access to the Learning Management System (LMS) and course materials, participation in internal assessments, and adherence to the approved Standard Operating Procedures (SOPs), Academic Calendar, and Internal Assessment Schedule. The implementation of the 2025 Regulations and compliance with applicable regulatory requirements were also reviewed.

The Committee further discussed the need for timely communication of the End Semester Examination schedule and the conduct of examinations with convenient weekend timings to facilitate learners.

After detailed deliberations, the Committee recommended enhancing the virtual laboratory facilities in the LMS, strengthening the faculty advisor scheme, mentoring system, grievance redressal mechanism, and learner support ticketing system. It was also proposed to organize a Faculty Development Programme to improve the effectiveness of online teaching and learning. The Committee also recommended conducting a systematic analysis to identify the major reasons for learner dropout and to develop suitable measures for improving learner retention and progression.

The Chairperson appreciated the valuable suggestions and constructive observations of all the members. The meeting concluded with a vote of thanks to the Chair at 12.30 p.m.

VICE CHANCELLOR

Dr. S. NARAYANAN

Vice - Chancellor

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Copy submitted to Chancellor and Vice-Presidents - for kind information

Copy to Registrar & Controller of Examinations

Cc: to all Director – CIQA and Director – CDOE, Deans & HoDs of Online Programs

Cc: to all CIQA Members