



KALASALINGAM

ACADEMY OF RESEARCH AND EDUCATION

(DEEMED TO BE UNIVERSITY)



Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A++" Grade
Anand Nagar, Krishnankoil, Srivilliputtur (Via), Virudhunagar (Dt) - 626126, Tamil Nadu | info@kalasalingam.ac.in | www.kalasalingam.ac.in

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

MINUTES OF THE FIRST MEETING OF THE CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) FOR THE ACADEMIC YEAR 2025-2026, HELD AT 10.00 A.M. ON FRIDAY, THE, 19th DECEMBER 2025, THROUGH ONLINE MODE

The following members were present:

Dr. S. Narayanan	--	Chairperson
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		

The Vice Chancellor welcomed all the members of the first meeting of the Centre for Internal Quality Assurance (CIQA) Cell for the academic year 2025-2026. In his address, the Vice-Chancellor highlighted the importance of establishing robust quality assurance mechanisms for the programmes offered through the Centre for Distance and Online Education (CDOE).

The Vice-Chancellor then invited the Member Secretary, Dr. C. Sivapragasam, Director-CIQA, to present the following quality assurance measures for strengthening the academic and administrative processes of CDOE.

1. Ensure systematic generation of DEB-ID, Registration Number, Course Registration, LMS Access, Course Materials access, and Internal Assessment participation.
2. Ensure that all academic and administrative communications are disseminated through the official CDOE Notifications e-mail with proper documentation.
3. Follow approved Standard Operating Procedures (SOPs) and ensure strict adherence to the Academic Calendar and Internal Assessment Schedule.
4. Permanent or designated links for live academic sessions to ensure easy and uninterrupted access for learners and faculty members.
5. Ensure effective implementation of the revised curriculum as per the 2025 Regulations of the university and also compliance with applicable regulatory requirements.
6. Announce the End Semester Examination schedule well in advance and facilitate the planning by learners.

The committee has recommended the following:

1. To enhance the virtual lab environment in the LMS for practical sessions.
2. To strengthen the Faculty Advisor Scheme, mentoring system, grievance redressal mechanism, and ticketing system to ensure timely and effective resolution of learner issues.
3. To organize the Faculty Development Program for enhancing the online teaching-learning process.
4. To identify the reasons for dropout of the learners

The Chairperson thanked all the members for their valuable suggestions and constructive observations. The meeting ended with a vote of thanks to the Chair at 12.30 p.m.


CHAIRPERSON, CIQA

Dr. S. NARAYANAN

Vice - Chancellor

Kalasalingam Academy of Research and Education
(Governing Body of the University)

Anand Nagar, Krishnankoil - 626 126.

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