



KALASALINGAM

ACADEMY OF RESEARCH AND EDUCATION

(DEEMED TO BE UNIVERSITY)



Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A++" Grade

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CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

MINUTES OF THE SECOND MEETING OF THE CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) FOR THE ACADEMIC YEAR 2025-2026, HELD AT 10.00 A.M. ON FRIDAY, THE, 05th JUNE, 2026, 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 extended a warm welcome to all the members of the Centre for Internal Quality Assurance (CIQA) Cell at its second meeting for the Academic Year 2025–2026. In his opening remarks, he highlighted the significance of sustaining a strong quality culture within the Centre for Distance and Online Education (CDOE) and stressed the need for systematic monitoring and continuous improvement of academic, administrative, learner support, assessment, and examination processes in accordance with the prescribed quality standards.

The Vice Chancellor then invited the Member Secretary, Dr. C. Sivapragasam, Director–CIQA, to present the academic and operational activities undertaken by CDOE.

The following points were presented and discussed:

1. The question paper setting process has been standardized to ensure appropriate assessment of different levels (easy, medium, difficult) of learning.
2. A provision for learners to register for arrear or backlog courses, enabling them to complete the pending course requirements in accordance with the applicable academic regulations.
3. The members were informed that Make-Up Examination facilities are available for learners facing genuine technical difficulties or other valid reasons. Such requests will be considered based on the prescribed procedures and shall be subject to the approval of the Controller of Examinations (CoE).
4. The Examination Monitoring, Grievances and Redressal Committee (EMGRC) shall function as an effective mechanism for monitoring examination-related processes and addressing grievances raised by both learners and faculty members.
5. The availability of provisions relating to the Dual Degree option, subject to the applicable University and regulatory guidelines.
6. A systematic mechanism has been established for the monitoring of live classes. The monitoring process includes aspects such as conduct of scheduled classes, faculty participation, learner attendance and overall quality of live sessions.
7. Learners who demonstrate outstanding academic performance shall be recognized and appreciated through the presentation of Rank Holder Certificates to the top three performers during the Convocation Ceremony.
8. A ticketing system will be introduced to enable learners to formally register their academic, technical, administrative, and examination-related issues.

The committee has recommended the following:

1. The integration of suitable online courses (NPTEL, Spoken Tutorial) will enhance learner exposure and academic flexibility.
2. To offer and facilitate Skill Enhancement Courses to improve the employability, professional competence, and industry readiness of learners.
3. Placement and career development activities will be organized based on the academic level, programme, and career requirements of the learners.

With the vote of thanks to the Chair, the meeting ended at 12:30 p.m.


CHAIRPERSON, CIQA

Dr. S. NARAYANAN

Vice - Chancellor

Kalasalingam Academy of Research and Education
(Deemed to be 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