NIU/CDOE/CIQA/2025-26/0004 Date: 16/02/2026

NOTICE

Subject: 4th Meeting of Centre for Internal Quality Assurance (CIQA)

This is to inform all concerned members that the 4th Meeting of the Centre for Internal Quality Assurance (CIQA), Noida International University, Greater Noida, is scheduled to be held on 16 February 2026 at 10:30 AM in the VC Board Room of the University.

All CIQA members are requested to kindly make it convenient to attend the meeting and come prepared for deliberations on the following agenda items:

Agenda

1. Review and Confirmation of the Minutes of the 3rd CIQA Meeting

To review and confirm the minutes of the 3rd CIQA Meeting.

2. Review of the Action Taken Report (ATR) on the Decisions and Recommendations of the 3rd CIQA Meeting

To review the status of action taken on the decisions and recommendations of the 3rd CIQA Meeting, including syllabus review and upgradation, learner support, LMS engagement, feedback mechanisms, programme-related decisions, and quality enhancement initiatives.

3. Review of Progress in Revision and Upgradation of the Syllabus

To review the progress made in the revision and upgradation of the syllabus in accordance with the modern curriculum, emerging trends, industry requirements, technological advancements, and recent academic developments.

4. Review of Academic and Administrative Activities

To review the academic and administrative activities undertaken during the reporting period and assess their effectiveness in achieving institutional objectives and maintaining quality standards.

5. Review of LMS Usage, Learner Engagement, and Academic Delivery

To review the use of the Learning Management System (LMS), learner participation and engagement, availability and utilization of academic resources, assessments, online academic activities, and technology-enabled learning.

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6. Review and Analysis of Learner and Stakeholder Feedback

To review and analyse feedback received from learners and other stakeholders and discuss the corrective, preventive, and improvement measures undertaken based on the feedback received.

7. Review of Appointment and Responsibilities of the Faculty Member for Academic Coordination

To review the appointment and responsibilities of the designated Faculty Member for Academic Coordination and discuss measures to strengthen academic planning, coordination, monitoring, and implementation.

8. Discussion on Appointment of Audio and Video Editor for Additional Studio Support

To discuss the proposal for appointment of an Audio and Video Editor to provide additional technical and studio support for the development and delivery of audio-visual academic content for the Centre for Distance & Online Education.

9. Proposal for Discontinuation of Programmes – M.Sc. (Mathematics) and M.Com.

To discuss and deliberate upon the proposal for discontinuation of the M.Sc. (Mathematics) and M.Com. programmes and to consider the academic and administrative implications of the proposed discontinuation.

All members are requested to actively participate in the deliberations and provide their valuable suggestions and recommendations for continuous improvement, effective implementation of quality initiatives, and strengthening the overall academic and administrative processes of the University.

Noida International University CIQA Greater Noida

Prof. (Dr.) Tanveer Ahmad Wani
Director CIQA

NIU/CDOE/CIQA/2025-26/0004 **Date: 16/02/2026**

MINUTES OF THE 4TH MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

Noida International University, Greater Noida

Date: 16 February 2026
Time: 10:30 AM
Venue: VC Board Room, Noida International University, Greater Noida

1. Opening of the Meeting

The 4th Meeting of the Centre for Internal Quality Assurance (CIQA) was held on 16 February 2026 at 10:30 AM in the VC Board Room of Noida International University, Greater Noida.

The meeting commenced with a welcome address by the Chairperson. The members reviewed the minutes and action points of the previous meeting and discussed the progress made towards strengthening academic delivery, learner support, LMS utilization, academic coordination, and quality enhancement initiatives.

2. Agenda-wise Discussion and Decisions

Agenda 1: Review and Confirmation of the Minutes of the 3rd CIQA Meeting

The minutes of the 3rd CIQA Meeting held on 12 September 2025 were placed before the members for review. The members reviewed the decisions, recommendations, and action points recorded in the previous meeting.

Decision:

The minutes of the 3rd CIQA Meeting were confirmed and approved by the members. It was agreed that the recommendations and pending action points would continue to be monitored and appropriately documented.

Agenda 2: Review of the Action Taken Report (ATR)

The members reviewed the progress made on the recommendations and decisions of the 3rd CIQA Meeting. Particular attention was given to syllabus review and upgradation, academic and administrative activities, learner support and grievance redressal, LMS usage, learner engagement, feedback mechanisms, programme-related matters, and quality enhancement initiatives.

The members reviewed the status of action taken by the concerned departments and discussed areas where further follow-up was required.

Decision:

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The members appreciated the progress made towards implementation of the decisions of the previous meeting. It was recommended that pending activities be followed up systematically and completed within the applicable timelines. The concerned departments were advised to maintain appropriate records and supporting documentation of actions taken for quality assurance and future review.

Agenda 3: Review of Progress in Revision and Upgradation of the Syllabus

The members discussed the progress of syllabus review and the need to align academic programmes with the modern curriculum, emerging trends, industry requirements, technological developments, and changing learner expectations.

The importance of practical learning, employability skills, industry relevance, contemporary knowledge, skill development, and outcome-oriented education was emphasized.

Decision:

It was decided that the concerned academic departments would continue reviewing and updating the syllabus wherever required. The revised curriculum should reflect current academic and industry requirements while maintaining the prescribed academic and regulatory standards.

The departments were advised to maintain proper records of curriculum review, revision, and approval for future reference and quality assurance purposes.

Agenda 4: Review of Academic and Administrative Activities

The members reviewed the academic and administrative activities conducted during the reporting period. The discussion included academic planning, course delivery, learner-related processes, examination activities, departmental coordination, documentation, and administrative support.

The members also discussed the assessment and question paper preparation process. It was emphasized that Question Papers (QPs) should include a balanced combination of different types of questions, such as Multiple-Choice Questions (MCQs), True/False, fill in the Blanks, and Match the Following, with appropriate and equal weightage wherever academically applicable.

Decision:

It was recommended that question papers be appropriately diversified by incorporating MCQs, True/False, fill in the Blanks, and Match the Following questions with balanced/equal weightage, wherever academically appropriate.

The concerned faculty members, in coordination with the Faculty Member for Academic Coordination, shall review the assessment pattern to ensure consistency, academic quality, appropriate coverage of learning outcomes, and balanced evaluation.

Agenda 5: Review of LMS Usage, Learner Engagement, and Academic Delivery

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The members reviewed the utilization of the Learning Management System (LMS) for academic delivery and learner engagement. The discussion included access to course content, online learning resources, assignments, assessments, academic communication, and learner participation.

The members emphasized the importance of regularly monitoring learner engagement and identifying learners who may require additional academic support.

Decision:

It was decided that LMS usage and learner engagement data should be reviewed periodically. The concerned academic/LMS team would monitor learner participation and take appropriate interventions to improve learner engagement, participation, academic support, and the effectiveness of digital learning.

Agenda 6: Review and Analysis of Learner and Stakeholder Feedback

The members discussed the feedback received from learners and other stakeholders regarding academic delivery, learner support, administrative services, and institutional processes.

The importance of systematic collection, analysis, and utilization of feedback as a tool for continuous improvement and quality enhancement was emphasized.

The members also discussed the need to identify recurring issues and areas requiring corrective and preventive action.

Decision:

It was decided that learner and stakeholder feedback should be collected periodically and analysed systematically. Appropriate corrective, preventive, and improvement measures should be initiated based on the feedback received.

The concerned departments were advised to maintain proper records of feedback, analysis, action taken, and outcomes for quality assurance and future CIQA review.

Agenda 7: Review of Appointment and Responsibilities of the Faculty Member for Academic Coordination

The members reviewed the existing arrangement regarding the Faculty Member appointed for Academic Coordination.

The discussion focused on the roles and responsibilities undertaken to strengthen academic planning, coordination, monitoring, and implementation.

The members noted that the Faculty Member for Academic Coordination is responsible for coordinating academic activities with concerned faculty members and departments, monitoring academic schedules and course delivery, facilitating timely communication, following up on academic requirements, and supporting the effective implementation of academic activities.

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The committee emphasized the importance of effective coordination and regular monitoring to ensure the smooth and timely execution of academic activities. The members also emphasized maintaining proper records of academic coordination activities and reporting significant observations to the concerned authority.

Decision:

The committee noted and reviewed the appointment and responsibilities of the Faculty Member for Academic Coordination. It was decided that the existing academic coordination mechanism would continue, with periodic monitoring of its effectiveness and necessary improvements wherever required.

Agenda 8: Proposed Appointment of Video Editor for Additional Studio Support

The members discussed the increasing requirement for professionally produced digital learning resources and additional technical studio support.

The need for a dedicated Video Editor was discussed to support the editing and production of video lectures, recorded academic sessions, instructional content, and other multimedia learning resources.

The members noted that additional technical support would facilitate timely production and improve the quality and consistency of digital academic content.

Decision:

The members recommended the appointment of a suitable Video Editor to provide additional studio and multimedia support for the Centre for Distance & Online Education.

The concerned authority was advised to initiate the necessary process for appointment in accordance with the applicable institutional procedures.

Agenda 9: Proposal for Discontinuation of Programmes – M.Sc. (Mathematics) and M.Com.

The members discussed the proposal for discontinuation of the M.Sc. (Mathematics) and M.Com. programmes from the upcoming semester.

The members deliberated upon the academic and administrative implications of discontinuing the programmes and discussed the necessary procedural requirements for implementation.

Decision:

After due deliberation, the committee recommended the discontinuation of the M.Sc. (Mathematics) and M.Com. programmes for new admissions from the upcoming semester, subject to completion of the applicable institutional and regulatory formalities.

The concerned department/authority was advised to initiate the necessary action and ensure that the interests and academic requirements of existing learners, if any, are appropriately addressed in accordance with applicable rules and institutional procedures.

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3. Key Action Points

S. No.	Action Point	Responsibility	Timeline
1	Follow up on the Action Taken Report (ATR) of the 3rd CIQA Meeting and complete pending action points.	CIQA / Concerned Departments	Continuous
2	Review and update the syllabus in accordance with the modern curriculum, emerging trends, industry requirements, and academic developments.	Academic Departments	As per academic schedule
3	Monitor academic and administrative activities and maintain proper records and supporting documentation.	Concerned Departments	Continuous
4	Review and strengthen the assessment/question paper pattern with appropriate diversification of question types and balanced evaluation.	Faculty Members / Academic Coordination	As per academic schedule
5	Monitor LMS usage and learner engagement and undertake appropriate interventions where required.	LMS / Academic Team	Periodically
6	Collect, analyse, and utilize learner and stakeholder feedback for continuous improvement.	CIQA / Concerned Departments	Periodically
7	Continue and monitor the academic coordination mechanism and maintain records of coordination activities.	CDOE / Faculty Member for Academic Coordination	Continuous
8	Initiate the process for appointment of a Video Editor for additional studio and multimedia support.	CDOE / Concerned Authority	As per institutional procedure
9	Process the recommendation regarding discontinuation of the M.Sc. (Mathematics) and M.Com. programmes for new admissions, subject to applicable approvals and formalities.	CDOE / Concerned Authority	As per institutional/regulatory procedure

4. Conclusion

The members actively participated in the deliberations and provided valuable suggestions for strengthening academic delivery, learner support, digital learning, academic coordination, assessment processes, and institutional quality assurance mechanisms.

The Chairperson emphasized that the decisions and recommendations made during the meeting should be implemented in a timely and systematic manner. The concerned

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departments were advised to maintain appropriate supporting documentation and evidence of implementation for effective monitoring and future CIQA review.

There being no other matter for discussion, the meeting concluded with a vote of thanks to the Chairperson and all members present.

Prof. (Dr.) Tanveer Ahmad Wani
Director CIQA