

Minutes of the 1st Meeting of CIQA Committee of the Chitkara University Centre for Continuing Education (CCCE) which was held on 27th February 2023 at 1.30 PM in the Sun Hall, Turing Block of the Chitkara University. Following members were present in the meeting:-

1.	Dr. Archana Mantri, Vice Chancellor, Chitkara University	Chairperson
2.	Dr. S.C.Sharma, Registrar, Chitkara University	Member
3.	CA Rajat Bhatia, Chief Finance and Accounts Officer	Member
4.	Shri Rajnish Sinha, Founder & CEO, Talent Acceleration Corridor, New Delhi	Member
5.	Shri Abhiraj Malhotra, Co-Founder and CEO, Chalkpad Pro, Mohali	Member
6.	Dr. Sandhir Sharma, Pro-VC & Dean Business School	Member
7.	Dr. Kuldeep Chand Rojhe, Director, CCCE	Member
8.	Dr. Kiran Mehta, Dean, Finance and Banking, Business School	Member
9.	Shri Shitij Kapur, CCCE	Member
10.	Dr.Rashmi Aggarwal, CCCE	Member
11.	Dr.Prachi Gupta, CCCE	Member
12.	Shri Rajesh Moza, Additional Registrar, CCCE	Special invitee
13.	Prof. K. K. Mishra, Director, IQAC, Chitkara University	Member Secretary

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At the outset Chairperson welcomed all members of the CIQA present in the first meeting and appreciated the efforts of faculty and staff in quality improvement process of the online learning. Following agenda items were discussed one by one:-

- 1.01** To consider and report the resolution of Academic Council taken in its 21st Meeting held on 21.02.2022 (item no. AC 21.11) approving establishment of Chitkara University Centre for Continuing Education as per UGC (ODL &OL) Regulations 2020 to offer Online programs and also approved the Programme Project Report in MBA.

Resolution: The decision taken by Academic Council was noted by the members.

- 1.02** To consider and report the resolution of Academic Council taken in its 21st Meeting held on 21.02.2022 (item no. AC 21.12) approving the Programme Scheme and Syllabus of online MBA Programme under Chitkara University Centre for Continuing Education from the academic session 2022-23.

Resolution: The decision taken by Academic Council was noted by the members.

- 1.03** To consider and report approval/recommendation of Online MBA Programme by AICTE for the period from 2022-23 to 2026-27.

Resolution: Approval/recommendation accorded to our online MBA programme by the AICTE was noted by the members.

- 1.04** To consider and ratify various guidelines prepared by the Centre for Continuing Education to comply with the requirement of the UGC Regulations on online learning and same is uploaded on the online website (www.onlinechitkarau.com) or circulated on the LMS for the benefit of the online learners.

- h) Student Guide to the Online Learning and Proctored Remote Examination
- i) Feedback mechanism on Design, Development, Delivery and Continuous Evaluation of learner performance.
- j) Grievance Redressal Mechanism.

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- k) Examination Guidelines.
- l) Student guidelines during online learning.
- m) Faculty guidelines.
- n) Guidelines on internal assessments.

Resolution: Guidelines uploaded on the website and circulated to the online learners were ratified by the committee.

1.05

To consider action taken on the compliances prescribed by the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Resolution: Action taken on the compliances prescribed by the UGC DEB are approved. The action taken report shall be placed in the next meeting and subsequently shall be uploaded on the website for reference.

1.06

To consider and ratify Academic Calendar and Time Table issued by the Centre for Continuing Education for January to July 2023 batch.

Resolution: Academic Calendar and Time Table for January to July 2023 batch was approved by the CIQA. Academic Calendar and Time Table to be circulated and uploaded on LMS/Website.

Dr. K.K.Mishra
Director, CUAQAC

Dr. K.K. Mishra
Director
Accreditation and Quality Assurance Cell
Chitkara University, Punjab

Dr. Archana Mantri,
Vice Chancellor

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Minutes of the 2nd Meeting of CIQA Committee of the Chitkara University Centre for Continuing Education (CCCE) was held on 12th May 2023 at 1.30 PM in the Sun Hall, Turing Block of the Chitkara University. Following members were present in the meeting:-

1.	Dr. Archana Mantri, Vice Chancellor, Chitkara University	Chairperson
2.	Dr. S.C.Sharma, Registrar, Chitkara University	Member
3.	CA Rajat Bhatia, Chief Finance and Accounts Officer	Member
4.	Shri Rajnish Sinha, Founder & CEO, Talent Acceleration Corridor, New Delhi	Member
5.	Shri Abhiraj Malhotra, Co-Founder and CEO, Chalkpad Pro, Mohali	Member
6.	Dr. Sandhir Sharma, Pro-VC & Dean Business School	Member
7.	Dr. Kuldeep Chand Rojhe, Director, CCCE	Member
8.	Dr. Kiran Mehta, Dean, Finance and Banking, Business School	Member
9.	Shri Shitij Kapur, CCCE	Member
10.	Dr.Rashmi Aggarwal, CCCE	Member
11.	Dr.Prachi Gupta, CCCE	Member
12.	Shri Rajesh Moza, Additional Registrar, CCCE	Special invitee
13.	Dr. Varun Nayyar, Programme Head & Associate Professor, CCCE	Special invitee
13.	Prof. K. K. Mishra, Director, Director, CUAQAC, Chitkara University	Member Secretary

At the outset Chairperson welcomed all members of the CIQA present in the first meeting and appreciated the efforts of faculty and staff in quality improvement process of the online learning. Following agenda items were discussed one by one:-

- 2.01** To consider and ratify various guidelines prepared to comply with the requirement of the UGC Regulations on online learning and same is uploaded on

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the online website (www.onlinechitkarau.com) or circulated on the LMS for the benefit of the online learners.

- a) Student Guide to the Online Learning and Proctored Remote Examination
- b) Feedback mechanism on Design, Development, Delivery and Continuous Evaluation of learner performance.
- c) Grievance Redressal Mechanism.
- d) Examination Guidelines.
- e) Student guidelines during online learning.
- f) Faculty guidelines.
- g) Guidelines on internal assessments.
- h) Joint Declaration by Registrar and Director, CIQA.
- i) Guidelines on Remotely Proctored Examination.
- j) Quality Assurance Guidelines on Learning Material.
- k) Guidelines on Self Learning Material and E-Learning Material.

Resolution: Guidelines uploaded on the website and circulated to the online learners were ratified by the committee.

2.02 To consider action taken on the compliances prescribed by the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Resolution: Action taken on the compliances prescribed by the UGC DEB are approved.

2.03 To consider and report Class attendance/Class delivery; LMS Content uploading; Appointment of Programme Coordinator; course coordinators, course mentor etc.

Resolution: Members noted that learners are regularly attending their classes and also participating in four quadrants. The e-content; SLM; videos etc. Are uploaded on the LMS as per the requirement of the UGC's online regulations 2020s. Programme Mentor; Course coordinators and course mentor have been

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appointed. The detailed information about the PPR and course schemes for new batch are uploaded on LMS for aspirant learners.

2.04 To consider and report List of Students admitted to online MBA Program in July to December 2022 semester and January to July 2023 semester uploaded on the UGC DEB website.

Members noted that no learners was admitted in July to December 2022 semester. In January to July 2023 semester 16 learners were admitted. The information was uploaded on UGC DEB website.

Dr. K. K. Mishra
Director, CUAQAC

Dr. K.K. Mishra
Director
Accreditation and Quality Assurance Cell
Chitkara University, Punjab

Dr. Archana Mantri,
Vice Chancellor

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Ref. No. CCCE/CIQA/2022-23/ 03

Dated: 30.06.2023

Minutes of the 3rd Meeting of CIQA Committee of the Chitkara University Centre for Continuing Education (CCCE) which was held on 30th June 2023 at 1.30 PM in the Sun Hall, Turin Block of the Chitkara University. Following members were present in the meeting:-

1.	Dr. Archana Mantri, Vice Chancellor, Chitkara University	Chairperson
2.	Dr. S.C.Sharma, Registrar, Chitkara University	Member
3.	CA Rajat Bhatia, Chief Finance and Accounts Officer	Member
6.	Dr. Sandhir Sharma, Pro-VC & Dean Business School	Member
7.	Dr. Kuldeep Chand Rojhe, Dean CCCE	Member
8.	Dr. Kiran Mehta, Dean, Finance and Banking, Business School	Member
9.	Shri Shitij Kapur, CCCE	Member
10.	Dr.Rashmi Aggarwal, CCCE	Member
11.	Dr.Prachi Gupta, CCCE	Member
12.	Shri Rajesh Moza, Additional Registrar, CCCE	Member
13.	Dr. Varun Nayyar, Programme Head & Associate Professor, CCCE	Special invitee
13.	Prof. K. K. Mishra, Pro Vice Checellor (IQAC), Chitkara University	Member Secretary

Following agenda items were taken up for discussion one by one:-

- 3.01 To consider and report the performance of the remotely held proctored Examination of the online MBA Programme

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Online End Semester Examination was conducted from 10th June till 9th July. The examination was remotely held proctored examination. Students appeared in 5 different subjects of first semester. Internal was of 30 marks and end semester examination was of 70 marks. Proctored examination was fairly successful experience. Members were satisfied with the explanation offered about the remote proctoring examination and also suggested number of things to further improve the system. All those suggestions shall be taken up for implementation in the coming semesters.

3.02 To consider and report details about compliance related to ABC:

Academic Bank of Credit (ABC) IDs of the learners were created by each learner. After declaration of result, grades of the individual learners were send to the National Academic Depository (NAD) through the Examination Department of the University.

3.03 To consider and report action taken on the following:-

- a) Completion of course
- b) Tutorials/Doubt clearing session
- c) LMS/Assignments/Quiz Uploading?

Courses were completed close to 100%. One complete week was devoted to tutorials and doubt clearing just before the end semester examination. Assignments/Quizzes were uploaded as per scheduled date by the faculty on LMS and response of the learners was also received in time. This was noted by the members.

Meeting ended with a vote of thanks to the chair.

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Pro Vice Chancellor (Quality Assurance)

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Vice Chancellor

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