1st Meeting of CIQA Committee

Ref. No. CCCE/CIQA/2023-24/03   **Dated: 29.7.2023**

Dear Sir/Madam,

1st Meeting of the Centre for Internal Quality Assurance (CIQA) Committee is scheduled to be held on 4th August 2023 at 1.30 PM in the Sun Hall, Turing Block. Agenda points for the meeting are given below for your reference. Action taken report on the CIQA Committee Meetings held in academic year 2022-23.

1.1   Action taken report on the minutes of the 1st to 3rd Meeting of the CIQA Committee

1.2   Issue of Grade Card to the Learners as per UGC's Online Regulations of 2020.

1.3   Number of Learners admitted to Online MBA Programme.

1.4   Compliance regarding Student Feedback for August to December 2023 Semester.

Kindly make it convenient to attend the meeting.

Dr. K. K. Mishra
Pro Vice Chancellor (Quality Assurance)

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Copy to:

1. Vice Chancellor
2. Registrar
3. All CIQA Committee Members.
4. Notice Board / Website upload- Chalkpad

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Ref. No. CCCE/CIQA/2023-24/ 01   **Dated: 4.8.2023**

Minutes of the 1st Meeting of CIQA Committee of the Chitkara University Centre for Continuing Education was held on 4th August 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.	Dr. Sandhir Sharma, Pro Vice Chancellor, Chitkara Business School	Member
5.	Dr. Kuldeep Chand Rojhe, Director/ Dean (Academics), CCCE	Member
6.	Dr. Kiran Mehta, Dean, Finance and Banking, Business School	Member
7.	Shri Shitij Kapur, CCCE	Member
8.	Dr. Rashmi Aggarwal, CCCE	Member
9.	Dr. Prachi Gupta, CCCE	Member
10.	Shri Rajnish Sinha, Founder & CEO, Talent Acceleration Corridor, New Delhi	External Member
11.	Shri Abhiraj Malhotra, Co-Founder and CEO, Chalkpad Pro, Mohali	External Member
12.	Shri Rajesh Moza, Additional Registrar, CCCE	Special invitee
13.	Dr. Varun Nayyar, Programme Head & Associate Professor, CCCE	Special invitee
14.	Dr. K. K. Mishra, Pro Vice Chancellor, (Quality Assurance), Chitkara University	Member Secretary

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

1.1   Action taken report on the Minutes of the 1st to 3rd Meeting of the CIQA Committee

1st Meeting of CIQA Committee, held on 27th February 2023

Item No.	Agenda	Action Taken
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.	Syllabus of the MBA Programme is implemented for the year ending 2022-23
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. 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.	The guidelines have been uploaded on the website for the benefit of the learners and all necessary actions academic and administrative are taken in accordance with these guidelines.

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| 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. | Centre for Continuing Education has complied with all the requirements prescribed by UGC DEB. All these details will be reported in the Annual Report to be submitted by 31st August 2023. |
| 1.06 | To consider and ratify Academic Calendar and Time Table issued by the Centre for Continuing Education for January to July 2023 batch. | Academic Calendar and Time Table have been circulated on the website and on the LMS and classes are scheduled as per these documents. Other important academic activities are also held as per the schedule given in these documents. |

2nd Meeting of CIQA Committee, held on 12th May 2023

| 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 the online website (www.onlinechitkarau.com) or circulated on the LMS for the benefit of the online learners.
 a) Faculty guidelines.
 b) Guidelines on internal assessments.
 c) Joint Declaration by Registrar and Director, CIQA Committee.
 d) Guidelines on Remotely Proctored Examination. | Guidelines have been uploaded on the website and implemented, which includes Guidelines on remotely proctored examination. Internal assessment of the learners. The link to these guidelines on the website: www.onlinechitkarau.com is given below: https://onlinechitkarau.com/resource-center/ |
| 2.03 | To consider and report Class attendance/Class delivery; LMS Content uploading; Appointment of Programme Coordinator; course coordinators, course mentor etc. | Centre for Continuing Education has ensured that Learners follow guidelines using resources on LMS as per UGC's Regulations of 2020. Programme Mentor; Course coordinators and Programme Coordinators are appointed. Information about the PPR and course schemes for new batch are uploaded on LMS for aspirant learners **(Annexure-1)** |

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3rd Meeting of CIQA Committee, held on 30th June 2023

3.01	To consider and report the performance of the remotely held proctored Examination of the online MBA Programme.	Online End Semester Examination was held remotely from 10th June till 9th July. Relevant reports are attached **(Annexure-2).**
3.02	To consider and report details about compliance related to ABC	ABC compliance is implemented. Academic Bank of Credit (ABC) IDs of the learners were created by each learner. After declaration of result, grades of the individual learners were sent to the National Academic Depository (NAD). List of ABC Numbers is attached **(Annexure-3)**
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?	a) All Course work was completed in time. b) Tutorial week was incorporated in the Academic Calendar and same was conducted from 14th May to 4th June 2023 on Saturdays and Sundays, just before the End Semester Examination to clarify the doubts of the learners in respective courses. This was in tune with the UGC online Regulations 2020. c) Assignments /Quizzes were uploaded as per schedule and completed and submitted by the learners on time.

Action Taken Report was noted by members.

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1.2 Issue of Grade Card to the Learners as per UGC's Online Regulations of 2020.

Members noted that Grade card has been designed to include items like: Mode of Delivery, Date of Admission and Date of Completion in terms of Regulations 16 of the UGC (ODL Programmes and Online Programmes) Regulations 2020. Vice Chancellor madam has advised to include ABC ID number also in the Grade Card.

1.3 Number of Learners admitted to Online MBA Programme.

Members were informed that 92 Online Learners have been admitted to the Online MBA Programme till 31st July 2023. As per UGC DEB notification the last date of admission is 31st August 2023 and the list of the admitted learners have to be uploaded on UGC DEB website by 15th September 2023.

1.4 Compliance regarding Student Feedback for August to December 2023 Semester.

Director/Dean (Academics), Centre for Continuing Education informed Committee that a feedback form has been designed. Learners will submit their feedback, once in a semester. Vice Chancellor madam desired that a report need to put up in the next meeting of CIQA Committee providing details about the feedback received from the students.

Dr. K.K. Mishra delivered the vote of thanks. The meeting concluded at 4.00 PM.

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Vice Chancellor

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