

**2<sup>nd</sup> Meeting of CIQA Committee****Ref. No. CCCE/CIQA/2023-24/02****Dated: 24.10.2023**

Dear Sir/Madam,

2<sup>nd</sup> Meeting of the Centre for Internal Quality Assurance (CIQA) Committee is scheduled to be held on 31<sup>st</sup> October 2023 at 2.30 PM in the Sun Hall, Turing Block. Agenda points for the meeting are given below for your reference. Action taken report on 1<sup>st</sup> Meeting of CIQA Committee held on 4<sup>th</sup> August 2023

- 2.1 Annual Report of CIQA Committee for 2022-23 uploaded on UGC-DEB website.
- 2.2 Feedback forms submitted by students and faculty in the month of October 2023.
- 2.3 Number of Learners admitted to Online MBA Programme on the closing date of admission.
- 2.4 Immersion programme for the online learners.
- 2.5 Modified Programme Project Report 2023-24 to be put up for approval of the next Academic Council.

Kindly make it convenient to attend the meeting.

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

**Pro Vice Chancellor (Quality Assurance)**  
**Chitkara University, Punjab**  
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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/ 02

Dated: 31.10.2023

Minutes of the 2<sup>nd</sup> Meeting of CIQA Committee of Chitkara University Centre for Continuing Education was held on 31<sup>st</sup> October 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, 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:-

2.1 Action taken report on 1<sup>st</sup> Meeting of CIQA Committee held on 4<sup>th</sup> August 2023

Agenda Item No.	Agenda and Minutes of the Meeting	Action Taken on the Minutes
1.2	<p><b>Issue of Grade Card to the Learners as per UGC's Online Regulations of 2020.</b></p> <p>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.</p>	<p>Grade cards have been designed according to the UGC (ODL Programmes and Online Programmes) Regulations 2020. ABC ID has also been included in the Grade Card as per the advice of the Vice Chancellor madam. Grade Cards have since been issued to the students.</p>
1.3	<p><b>Number of Learners admitted to Online MBA Programme.</b></p> <p>Members were informed that 92 Online Learners have been admitted to the Online MBA Programme till 31<sup>st</sup> July 2023. As per UGC DEB notification the last date of admission is 31<sup>st</sup> August 2023 and the list of admitted learners have to be uploaded on UGC DEB website by 15<sup>th</sup> September 2023.</p>	<p>Noted by members</p>
1.4	<p><b>Compliance regarding Student Feedback for August to December 2023 Semester.</b></p> <p>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.</p>	<p>Action Report has been submitted in this meeting at Agenda Item No. 2.3 as was decided in the 1<sup>st</sup> meeting of CIQA Committee.</p>

2.2 Annual Report of CIQA Committee for 2022-23 uploaded on UGC-DEB website.

Annual Report of CIQA Committee for 2022-23 was uploaded on UGC-DEB website on 31.8.2023. Report was ratified in the 24<sup>th</sup> Meeting of the Academic Council held on 1<sup>st</sup> September 2023. Report has also been uploaded on the website of the University.

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**2.3 Feedback forms submitted by students and faculty in the month of October 2023.**

22 learners provided their feedback in the month of October 2023. All responses of the learners have been analysed and results are attached (Annexure-4). Besides students, 6 Faculty members have also put their response and the analytics are attached (Annexure-5). Vice Chancellor madam suggested that more learners should be encouraged to fill up the feedback form. She also advised Director/Dean (Academics) to ensure that feedback is also taken from Industry experts and other stakeholders as provided at Section (v) of the functions of CIQA Committee (Annexure-1) of the UGC's ODL and Online Regulations of 2020.

**2.4 Number of Learners admitted to Online MBA Programme on the closing date of admission.**

As per the instructions of UGC, the last date for admitting students to online programme in Higher Education institutions was extended to 20<sup>th</sup> October 2023 to be uploaded by 5<sup>th</sup> November 2023. A total of 215 learners were admitted to the different streams of the online MBA Programme as on 20<sup>th</sup> October 2023, the last date of admission. The list of 215 learners will be uploaded on UGC DEB website on before 5<sup>th</sup> November 2023.

**2.5 Immersion Programme for the Online Learners.**

Director/Dean (Academics), Centre for Continuing Education informed Committee that Centre is mooting idea of organising a workshop for the Online MBA students. Vice Chancellor madam suggested that Centre for Continuing Education may organise a one day Immersion programme or a workshop in the campus. All enrolled learners should be invited to the University campus for a face to face interaction with the faculties and other invited guest speakers. The experts from different specialised areas can be invited to take up different sessions.

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**2.6 Modified Programme Project Report 2023-24 to be put up for approval of the next Academic Council.**

Director/Dean (Academics), Centre for Continuing Education informed members that Programme Project Report (PPR) 2022-23 which was submitted to UGC-DEB in September 2022 along with a proposal to start online programmes in the University has undergone a review and updation as per current needs and Industry requirements, duly incorporated in the draft. The revised/updated PPR includes new MBA specializations like Human Resource Management, Analytics, International Finance; Retail Management, Financial Service and Financial Planning and International Business have been added to the PPR. Besides this some more examination regulations have been updated in the draft. Vice Chancellor madam advised Director/Dean (Academics), Centre for Continuing Education to place the revised/updated PPR for approval of Academic Council.

Meeting ended with a vote of thanks to the chair.

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

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**Dr. Archana Mantri,**  
**Vice-Chancellor**

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