



**3<sup>rd</sup> Meeting of CIQA Committee**

**Ref. No. CCCE/CIQA/2023-24/03**

**Dated: 26.2.2024**

Dear Sir/Madam,

3<sup>rd</sup> Meeting of the Centre for Internal Quality Assurance (CIQA) Committee is scheduled to be held on 14<sup>th</sup> March 2024 at 2.30 PM in the Sun Hall, Turing Block. Agenda points for the meeting are given below for your reference.

- 3.1 Action Taken Report on the minutes of 2<sup>nd</sup> Meeting of the CIQA Committee held on 31<sup>st</sup> October 2023.
- 3.2 Immersion programme for the online learners.
- 3.3 Change in the name of the Chitkara University Centre for Continuing Education (CUCCE) to Chitkara University Centre for Distance and Online Education (CUCDOE).

Kindly make it convenient to attend the meeting.

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

Copy to:

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

**University Campus**  
Chandigarh - Patiala National Highway (NH-7)  
Punjab - 140 401, T +91.1762.507084  
Fax +91.172.507085

**Administrative Office**  
Saraswati Kendra, SCO 160 - 161  
Sector 9-C, Chandigarh - 160009  
T +91.172.4090900



Ref. No. CCCE/CIQA/2023-24/ 03

Dated: 14.3.2024

Minutes of the 3<sup>rd</sup> Meeting of CIQA Committee of Chitkara University Centre for Distance and Online Education was held on 14<sup>th</sup> March 2024 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, CUCDOE	Member
6.	Dr. Kiran Mehta, Dean, Finance and Banking, Chitkara Business School	Member
7.	Shri Shitij Kapur, CUCDOE	Member
8.	Dr. Rashmi Aggarwal, CUCDOE	Member
9.	Dr. Prachi Gupta, CUCDOE	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, CUCDOE	Special invitee
13.	Dr. Varun Nayyar, Programme Head & Associate Professor, CUCDOE	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:-

3.1 Action taken report on 2<sup>nd</sup> Meeting of CIQA Committee held on 31.10.2023

Agenda Item No.	Agenda and Minutes of the Meeting	Action Taken on the Minutes
2.2	<p><b>Annual Report of CIQA Committee for 2022-23 uploaded on UGC-DEB website.</b></p> <p>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.</p>	Noted by members
2.3	<p><b>Number of Learners admitted to Online MBA Programme on the closing date of admission.</b></p> <p>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.</p>	The list containing 215 learners was uploaded on UGC DEB website on 3 <sup>rd</sup> November 2023. UGC-DEB was informed of the same through mail.
2.4	<b>Immersion Programme for the Online Learners.</b>	One day immersion




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	<p>Director/Dean (Academics), Centre for Continuing Education informed Committee that Centre is mooted idea of organising a workshop for the Online MBA students. Hon'ble Vice Chancellor 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.</p>	<p>programme was organised on 20<sup>th</sup> January in Philip Kotler Seminar Hall. Complete details are provided at agenda item no.2.4 of the 2<sup>nd</sup> CIQA Committee Meeting, presented in this meeting.</p>
2.5	<p><b>Modified Programme Project Report 2023-24 to be put up for approval of the next Academic Council.</b></p> <p>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 Majors (specializations) like Human Resource Management, Analytics, International Finance; Retail Management, Financial Service and Financial</p>	<p>Modified Programme Project Report 2023-24 was put up before 25<sup>th</sup> Meeting of the Academic Council held on 28<sup>th</sup> February 2024 and same was approved by the Committee. A copy of the approved report will be sent to UGC DEB for information.</p>

*[Signature]*

*[Signature]*

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	<p>Planning and International Business have been added to the PPR. Besides this some more examination regulations have been updated in the draft. Hon'ble Vice Chancellor advised Director/Dean (Academics), Centre for Continuing Education to place the revised/updated PPR for approval of Academic Council.</p>	
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### 3.2 Immersion Programme for the Online Learners.

On the advice of Hon'ble Vice Chancellor Ma'am, one day Campus Immersion Programme themed "Connecting the Dots" was organised by the CUCDOE on 20<sup>th</sup> January at Philip Kotler Seminar Hall. It was an event aimed at bridging the virtual gap and providing learners opportunity to interact face to face with the experts on various issues. 52 students attended the programme. Speakers at the event besides others included Dr. Sandhir Sharma, Pro Vice Chancellor, Chitkara University, Dr. Kuldeep Rojhe, Director of CUCDOE from the University. Second session was taken by the invited speakers. Ms. Neha Gupta, talked about personal branding, Dr.(CA) Aman Chugh talked about how stock exchanges function, how money and magic is created. Mr. Sumit Sabharwal, Vice President (HR), Fujitsu Ltd. delved into the realm of authentic leadership and the contemporary challenges of HRM vis-a-vis workforce diversity, psychological safety etc. In the last session students were taken by Col Rakesh Sharma, Director University Affairs took students around campus to show them various facilities in the University.

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**3.3 Change in the name of the Chitkara University Centre for Continuing Education (CUCCCE) to Chitkara University Centre for Distance and Online Education (CUCDOE).**

On 4<sup>th</sup> December 2023, a letter was received from UGC-DEB directing Universities to comply with Regulation 8(3) of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 which reads thus "*A Higher Educational Institution other than an Open University shall have a designated Centre for Distance and Online Education (CDOE) for operationalising the programmes in Open and Distance Learning mode and/or Online mode*". UGC DEB further directed HEIs to submit the compliance status to UGC-DEB by **15<sup>th</sup> December, 2023**. Following these directions, the University resolved in its meeting held on 13.12.2023 and approved by the Chancellor, Chitkara University to rename Chitkara University Centre for Continuing Education (CUCCCE) as Chitkara University Centre for Distance and Online Education (CUCDOE) and same shall be implemented in all communications and records in future. This matter was reported to 25<sup>th</sup> Meeting of Academic Council held on 28<sup>th</sup> February 2024 and will be reported in other statutory committees as well.

Dr. K.K.Mishra delivered vote of thanks. Meeting ended at 2.30 PM.

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

**Dr. Archana Mantri**  
**Vice Chancellor**

**VICE CHANCELLOR**  
Chitkara University, Punjab  
Chandigarh-Patiala National Highway  
Rajpura (Punjab) 140401-India

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