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|  | <b>THE NORTHCAP UNIVERSITY</b>  | REVIEW DATE: |
|   | <b>1<sup>st</sup> Meeting of Centre for Internal Quality Assurance<br/>(CIQA): Minutes of Meeting</b> | Page 1 of 5  |

From: Member Secretary-CIQA

To: **All Concerned Members of CIQA**CC: Hon'ble GB, Secretarial, Pro-Chancellor's  
Office, VC Office

Date: 29 August 2022

**CIQA/MOM/Aug/2022/01**

The **1<sup>st</sup> meeting** of **Centre for Internal Quality Assurance (CIQA)** committee was held in the **conference room** of The NorthCap University on **29 August 2022** (Monday) at **2:30 P.M.**

**The main agenda points of the 1<sup>st</sup> CIQA meeting were:**

Item No.1: **CONSTITUTION OF THE CIQA CELL**

The CIQA was constituted under the Chairmanship of Vice Chancellor of The NorthCap University as per **Clause IV, Annexure I of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020** on **23 August 2022**.

**The following members attended the meeting:**

- |   |   |
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| 1) Prof. (Dr.) Nupur Prakash (Vice- Chancellor)                               | Chairperson, Head of Institution          |
| 2) Prof. Swaran Ahuja (Academic Advisor)                                      | Sr. Teacher Representative, Member        |
| 3) Prof. Manoj Kumar Gopaliya (Dean Academics)                                | Sr. Teacher Representative, Member        |
| 4) Prof. Nimit Gupta (HOD-Management Studies)                                 | Member & HoD of ODL & OL Programme        |
| 5) Dr. Sona Vikas (HOD-Com. & LS)   | Member & HoD of ODL & OL Programme        |
| 6) Prof. Rekha Vig (Dy. Dean IQAC)  | Sr. Teacher Representative, Member        |
| 7) Prof. Hukum Singh (HOD APS)  | Member                                    |
| 8) Prof. Anjali Garg (Dy. Dean Examination)                                   | Special Invitee                           |
| 9) Prof. S. R. Mussana, Director<br>(IMT, CDL, Ghaziabad, UP)                 | External Expert                           |
| 10) Prof. Subodh Kesharwani<br>(Director, ODL IGNOU, New Delhi)               | External Expert                           |
| 11) Dr. S. Rama Devi Pani, Editor (University News)<br>AIU (New Delhi-110002) | External Expert                           |
| 12) Kirti Singhal, CF & AO  | Administration and Finance Representative |
| 13) Dr. Satnam Singh- Assoc. Prof. (ME)                                       | Special Invitee                           |
| 14) Registrar   | Member Secretary                          |

Item No.2: **PROPOSAL FOR ESTABLISHMENT OF CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE) (Member Secretary)** - All members of CIQA presented their views for establishing a Centre for Distance and Online Education (CDOE) that will offer programmes in Open and Distance Learning (ODL) and Online Learning (OL) mode. The proposed CDOE will require a dedicated infrastructure and space measuring minimum of 15,000 sq. ft area comprising of Academic, Administrative, Examination, Library and Counselling centre for ODL & OL students. The details are mentioned under **Clause IV, Annexure IV** of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Item No.3: **IDENTIFICATION OF PROGRAMMES RUNNING IN THE UNIVERSITY IN CONVENTIONAL MODE THAT CAN BE STARTED IN ODL/OL MODE FROM THE ACADEMIC SESSION 2023-24** - HOD's of SOM & LS proposed establishing a **"Department of Business Studies"** under CDOE to offer BBA and B.Com programmes in ODL & OL mode.

Item No.4: **APPRIISING THE MEMBERS ON PROCEDURE FOR SEEKING APPROVAL FROM UGC-DEB FOR STARTING THE ODL/OL PROGRAMME FROM THE ACADEMIC SESSION 2023-24 ALONG WITH THE TIMELINES (Member secretary)** – The member secretary presented the procedure for seeking approval from UGC-DEB for starting the ODL & OL programmes from the academic session 2023-24 along with the timelines.

1. **Prof. Nupur Prakash (Vice Chancellor), Chairperson CIQA** welcomed all the members and special invitees for the 1<sup>st</sup> CIQA meeting. All the members introduced themselves before proceeding to the agenda. The chairperson briefed the external members about The NorthCap University, its various schools and programmes run by the university.
2. **The Registrar – (Member Secretary)** briefed the members about the agenda of the meeting and presented the constitution of CIQA committee. The functioning of the Centre for Internal Quality Assurance was elaborated in a detailed manner including the term of appointment (two years from the date of constitution of committee), objectives, meeting frequency, and roles and responsibilities of various members. The detailed agenda as per UGC-DEB regulations was presented.
3. The **member secretary** proposed the layout of the **Centre for Distance and Online Education (CDOE)** as available in NCU for starting the CDOE. A minimum dedicated space of 15000 sq. ft. has been earmarked for the CDOE. The centre should have Academic, Administrative, Examination, Library and Counselling units for ODL & OL enrolled students. It shall be headed by a full-time Director, being a senior academician not below the rank of an Associate Professor, preferably from the field of Open and Distance Learning and/or online education, who shall be supported by adequate number of academic and other staff. **Prof. S. R. Mussana** brought out that the CDOE centre should have 10-15 seating capacity for student-faculty interactions, SLM preparation and stocking area, hall/place for orientation sessions etc. **Prof. Subodh Kesharwani** suggested a seamless integration of the available

existing facilities for CDOE such as examination centre and IT facilities and servers. CDOE also needs to have a library, reading rooms, studio for creating OL resources and the classrooms need to be equipped with requisite items that are required for mass briefings and discussion forums. He provided the insights on the quality of the SLM (Self Learning Material), ELM (E-Learning Material); and the recorded videos to be developed in-house for ODL and OL programmes. **Prof. Mussana** also highlighted that Learners Support Centre is not required for private Universities.

4. **The CIQA** discussed various programmes such as BBA and B.Com, that are running in the university in **conventional mode**, and can be offered in the **ODL & OL mode** from the academic session 2023-24. The USP of the ODL/OL programmes were highlighted and external experts recommended the use of CBCS (Choice Based Credit System) to be followed for more flexibility. Further, University has to develop minimum of 60% of SLM inhouse and can use /offer 40% of the courses from other HEI/MOOC platforms/OER (Open Educational Resources). It was brought out that the ODL & OL programmes Self Learning Material should have clearly stated objectives, intended learning outcomes, study guidance and advice for the learners as how to optimally use the study material. The external experts stated that the SLM may contain OER links for text, video or animated videos reference material to enhance the learning experience with mapped Learning Outcomes.  
The structure for different credit courses was discussed, indicating that a 4-credit course will include 20 topics, 20 PPT's and 20 videos which is in line with UGC-DEB guidelines for OL programme.

5. The members deliberated on the procedures for seeking approval from UGC-DEB for starting the ODL & OL programme from the academic session 2023-24. **The following documents are to be prepared and reviewed by internal QAC.**

- I. Program Project Report (PPR) for each program.
- II. Self-Learning Material (SLM).
- III. The content for First two years and minimum of 60% of syllabi to be prepared by inhouse faculty.
- IV. The quality audit and plagiarism check to be conducted for the developed SLM's and ELM's.
- V. Approval pf PPR and SLM course structure to be obtained in BOS and Academic Council Meeting.

A 4-quadrant approach to be followed as per UGC Regulation on OL (**Refer Annexure VI, clause B of UGC-DEB Guidelines**).

6. Evaluations and Staffing Norms:
  - **Examinations and Evaluations:** The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of examinations for OL/ODL courses. The HEI to ensure well defined mechanism for evaluations of



enrolled learners. The evaluation shall include two types of assessments; (i) continuous or formative assessment; and (ii) summative assessment in the form of end semester examination or term end examination. For ODL mode, the learner has to maintain attendance of 75% and detailed attendance records would be maintained by HEI. The HEI shall notify all assessment tools to be used for formative and summative assessments. Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card. **(Refer Part IV, Para 15, Clause A and B of UGC-DEB Guidelines)**

➤ **Technical Team/Staffing Norms:** NCU is a dual mode Higher Education Institution intending to offer Programmes in Open and Distance Learning and Online Learning mode. It has to establish a Centre for Distance and Online Education (CDOE) and appoint a full time Director. The Centre shall maintain and administer, in collaboration with the technology support Unit of Higher Educational Institution, the centralised Data Base of all the Open and Distance Learning and/or Online Programmes. The involvement of permanent and/or full-time dedicated faculty for CDOE to offer the ODL and Online programme(s) shall be in the following capacities:

1. Programme Coordinator (One per Programme): A full-time Faculty at the level of Professor or Associate Professor or Assistant Professor in the subject area of the concerned Programme.
2. Course Coordinator (One per Course): An Online Programme would have many courses in each semester. In such a case, one full-time dedicated Faculty at the level of Professor or Associate Professor or Assistant Professor in the subject area of the concerned Course.
3. Course Mentor (One per batch of 250 learners): Course Mentor shall assist the Programme/Course Coordinator in providing academic support to learners and also in managing virtual teacher-learner interaction groups.
4. Examiners: The Higher Educational Institution shall appoint examiners for the assessment of the online learners in a Course from among the qualified faculty from within the Institution or from other Institutions and they shall be paid appropriate honorarium as per norms of the Higher Educational Institution.

➤ **Academic staff strength** - At least two faculty members (full-time dedicated) per Open and Distance Learning Programme at Professor/Associate Professor/Assistant Professor level:

Provided that in case of Undergraduate and Post Graduate programmes in same discipline, instead of 4 faculty members, 3 faculty members shall be required.

➤ **Administrative staff strength** at Head Quarters or Main Campus (up to 5,000 students): shall be appointed as per guidelines mentioned in **Annexure IV, Para**

**III, clause 3 of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.**

Meeting ended with the vote of thanks to the chair.

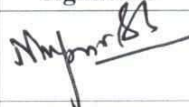

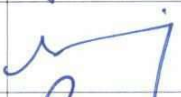
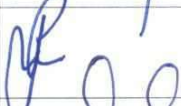
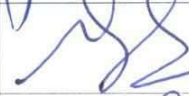
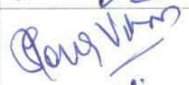
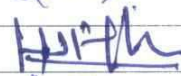
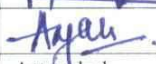


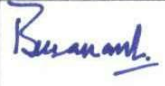


Col. Bikram Mohanty (Retd.)

Registrar (Member Secretary)

**1<sup>st</sup> Meeting of Centre for Internal Quality Assurance (CIQA) held on 29 August 2022 at  
2:30 PM in Conference Room**

**Attendance Sheet**

| S. No. | Name  | Representing   | Signature   |
|--------|---|--|---|
| 1.     | Prof. Nupur Prakash (Vice - Chancellor)                                 | Chairperson, Head of Institution                       |    |
| 2.     | Prof. Swaran Ahuja Advisor (Academic Affairs)                           | Sr. Teacher Representative, Member                     |    |
| 3.     | Prof. Manoj K Gopaliya Dean (Academic Affairs)                          | Sr. Teacher Representative, Member                     |    |
| 4.     | Prof. Rekha Vig (Dy. Dean, IQAC)  | Sr. Teacher Representative, Member                     |    |
| 5.     | Prof. Nimit Gupta (HoD- Management Studies)                             | Member & HoD of studies offering programme in ODL & OL |    |
| 6.     | Dr. Sona Vikas (HoD-Com. & LS)  | Member & HoD of studies offering programme in ODL & OL |    |
| 7.     | Prof. Hukum Singh (HoD, APS)  | Member   |    |
| 8.     | Prof. Anjali Garg   | Special Invitee  |   |
| 9.     | Prof. S. R. Mussana, Director (IMT, CDL, Ghaziabad, UP)                 | External Expert  | Attended Online   |
| 10.    | Prof. Subodh Kesharwani (Director, ODL IGNOU, New Delhi)                | External Expert  | Attended Online   |
| 11.    | Dr. S. Rama Devi Pani, Editor (University News), AIU (New Delhi-110002) | External Expert  | Absent  |
| 12.    | Ms. Kirti Singhal, CF & AO  | Administration and Finance Representative              |  |
| 13.    | Dr. Satnam Singh- Assoc. Prof. (ME)                                     | Special Invitee  |  |
| 14.    | Col. Bikram Mohanty (Retd.) Registrar                                   | Member Secretary, CIQA                                 |  |