	THE NORTHCAP UNIVERSITY	REVIEW DATE:
	IInd Meeting of Centre for Internal Quality Assurance (CIQA): Minutes of Meeting	Page 1 of 2

From: Member Secretary-CIQA

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

Date: 21 February 2023

CIQA/MOM/Feb/2023/01

The **IInd meeting** of the **Centre for Internal Quality Assurance (CIQA)** committee of The NorthCap University was held in the **conference room** on **21st February 2023** (Tuesday) at **2:30 P.M.** The following members were present: -

S. No	Name	Representing	Designation
1.	Prof. Nupur Prakash	Vice Chancellor	Chairperson
2.	Prof. Manoj Kumar Gopaliya	Dean (Academic Affairs)	Sr. Teacher of Higher Educational Institution
3.	Prof. Swaran Ahuja	Advisor (Academic Affairs)	Sr. Teacher of Higher Educational Institution
4.	Prof. Rekha Vig	Deputy Dean IQAC	Sr. Teacher of Higher Educational Institution
5.	Dr. Sona Vikas	HOD of studies offering recognized programs in Open and Distance Learning & Online mode	Member
6.	Prof. Nimit Gupta	HOD of studies offering recognized programs in Open and Distance Learning & Online mode	Member
7.	Prof. Hukum Singh	Head APS Department, NCU	Member
8.	Dr. Satnam Singh	Special Invitee	Member
9.	Prof. Anjali Garg	Director, CDOE	Member
10.	Prof. S. R. Mussana Director – IMT, CDL Ghaziabad, UP	External Expert of Open & Distance Learning and / or online education	Member
11.	Prof. Subodh Kesharwani, Director, ODL IGNOU, New Delhi	External Expert of Open & Distance Learning and / or online education	Member
12.	Dr. S. Rama Pani, Editor (University News) AIU (New Delhi- 110002)	External Expert of Open & Distance Learning and / or online education	Member
13.	Kirti Singhal	CFAO, NCU	Official from the Administration and Finance departments of the Higher Educational Institutions
14.	Registrar	Director, CIQA	Member - Secretary

Dr. Rama Pani, AIU could not attend the meeting due to preoccupation.

The Director CDOE briefed the CIQA members that the UGC-DEB portal for seeking approval to start the ODL & OL mode programmes is expected to open in the 2nd week of March 2023. The CIQA members were requested to examine the following documents prepared for launching the BBA and B.Com programs by the department of Business Studies under the CDOE.

1. Program Project Report (PPR) prepared for each program (BBA/B.Com).
2. Self-Learning Material (SLM) prepared for various courses to be offered under CDOE.
3. First two years syllabi prepared by inhouse faculty after the quality audit conducted by QAC and plagiarism checks.
4. Video recorded lectures after editing and Quality checks by QAC
5. All learning material in line with the 4-quadrant approach.
6. User id for CANVAS LMS for one student and faculty to be provided by Head (IT Cell).

The above-mentioned documents (PPR, SLM's, and edited videos, etc.) were presented by the faculty members in front of the CIQA committee. The documents were cross-checked by the CIQA committee and **found to be in order**.

The committee **recommended the QAC quality checked data and recorded videos for uploading on the UGC-DEB portal**. The CANVAS LMS was reviewed for the 4-Quadrant approach and was found suitable with all the built in features such as e-Tutorial availability (where video and audio files can be uploaded), e-Content uploading (where digital self-learning materials in the form of ppts, e-books, case studies can be provided), availability of discussion forum (for doubt clearing sessions and general discussion) and assessment module (where quizzes, assignments, MCQ's etc. can be easily prepared and evaluated).

Meeting ended with the vote of thanks to the chair.

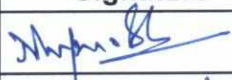



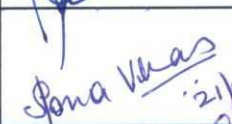

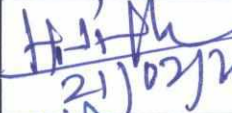


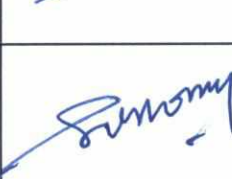





Cmde. Diwakar Tomar (Retd.)

Registrar (Member Secretary)

**CENTRE FOR INTERNAL QUALITY ASSURANCE COMMITTEE
AT THE NORTHCAP UNIVERSITY ON
21 FEBRUARY 2023 (TUESDAY) AT 2:30 P.M**

:ATTENDANCE SHEET

S. No	Name	Representing	Signature
1.	Prof. Nupur Prakash	Vice Chancellor	
2.	Prof. Manoj Kumar Gopaliya	Sr. Teacher of Higher Educational Institution	
3.	Prof. Swaran Ahuja	Sr. Teacher of Higher Educational Institution	
4.	Prof. Rekha Vig	Sr. Teacher of Higher Educational Institution	
5.	Dr. Sona Vikas	HOD of studies offering recognized programs in Open and Distance Learning & Online mode	 Sona Vikas 21/2/23
6.	Prof. Nimit Gupta	HOD of studies offering recognized programs in Open and Distance Learning & Online mod	
7.	Prof. Hukum Singh	HOD of studies offering recognized programs in Open and Distance Learning & Online mod	 Hukum Singh 21/02/2023
8.	Dr. Satnam Singh	IQAC Coordinator of Higher Educational Institution	 Satnam Singh 21/2/2023
9.	Prof. S. R. Mussana Director – IMT, CDL Ghaziabad, UP	External Expert of Open & Distance Learning and / or online education	
10.	Prof. Subodh Kesharwani, Director, Open and Distance Learning IGNOU, New Delhi	External Expert of Open & Distance Learning and / or online education	
11.	Dr. S. Rama Devi Pani, Editor (University News), AIU, New Delhi-110002	External Expert of Open & Distance Learning and / or online education	
12.	Kirti Singhal, CF &AO	Official from the Administration and Finance departments of the Higher Educational Institutions	
13.	Commodore Diwakar Tomar (Retd.), Registrar	Director, Centre for Internal Quality Assurance	

14.

Prof. Anjali Garg

Special invitee
(Director CDOE)

Anjali