



**MINUTES OF THE ACADEMIC COUNCIL STANDING  
COMMITTEE MEETING OF THE NORTHCAP  
UNIVERSITY HELD ON 14 MARCH 2023 AT 2:30 PM  
IN THE CONFERENCE ROOM**

THE NORTHCAP UNIVERSITY  
SECTOR – 23A  
GURUGRAM – 122017

## **MINUTES OF ACADEMIC COUNCIL STANDING COMMITTEE HELD ON 14 MARCH 2023 (TUESDAY) AT 2:30 PM**

The following members attended the Academic Council Standing Committee Meeting on Tuesday, 14 March 2023 at 2:30 PM in the University Conference Room:

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Representing</b>
1.	Prof. Nupur Prakash	Chairman	Vice-Chancellor
2.	Prof. Prem Vrat	Member	Pro-Chancellor, Professor of Eminence and Chief Mentor
3.	Prof. Swaran Ahuja	Member	Academic Advisor
4.	Prof. Manoj K Gopaliya	Member	Dean Academics
5.	Prof. Anjali Garg	Member	Director - CDOE
6.	Prof. Nimit Gupta	Member	HOD-Management Studies
7.	Dr. Sona Vikas	Member	HOD-Com. & LS
8.	Prof. Rita Chikkara	Member	HOD-CSE
9.	Prof. Sharda Vashisth	Member	HOD-MDE
10.	Prof. Hukum Singh	Member	HOD-APS
11.	Prof. Archana Sharma	Member	HOD-SOL
12.	Dr. Divyabha Vashisth	Member	HOD-CLL
13.	Dr. Satnam Singh	Member	Special Invitee
14.	Cmde. Diwakar Tomar (Retd.)	Member Secretary	Registrar

### **WELCOME ADDRESS BY THE CHAIRMAN**

Prof. Nupur Prakash, Vice Chancellor, The NorthCap University, chaired the Academic Council Standing Committee Meeting of The NorthCap University. She briefed the members about the establishment of Centre for Internal Quality Assurance (CIQA) and CDOE (Centre for Distance and Online Education) as discussed in the Academic Council Standing Committee Meeting held on 23<sup>rd</sup> September 2022.

She also appraised all the members on the successful completion of the "The International Student Start-Up Idea Competition", which was held from 20<sup>th</sup> Feb 2023 to 25<sup>th</sup> Feb 2023. This was an initiative of Cintana Education in collaboration with The NorthCap University and Universitas Esa Unggal on the theme of Sustainability, Innovation, and Entrepreneurship.

The Member Secretary then briefed the members about the agenda of the meeting, and appraised all the members about the progress made till date by CDOE and CIQA towards preparations for launch of ODL & OL programs. The following agenda items were discussed and deliberated upon:

## **ITEM No 1: CONFIRMATION OF THE MINUTES OF ACADEMIC COUNCIL STANDING COMMITTEE MEETING HELD ON 23 Sept 2022**

**(Member Secretary)**

The Minutes of the Academic Council Standing Committee Meeting were confirmed by the members of the Academic Council as there were no observations received on the circulated minutes.

## **ITEM No 2: STATUS ON THE READINESS FOR APPLYING FOR ODL AND OL PROGRAMMES ON UGC-DEB PORTAL**

**(Director CDOE)**

The Director, CDOE informed the members regarding the progress and readiness of CDOE to upload the data on UGC DEB portal from 15<sup>th</sup> March 2023. It was informed that the SLM contents for 4 semesters (ODL programmes) and 3 semesters (OL programmes) have been prepared in-house for the BBA and B.Com programs as per University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. The course structure has already been approved in the previous Academic Council Meeting held on 23<sup>rd</sup> September 2022. The detailed programme with course and credit framework has been approved by the **Board of Studies** held on **06 March 2023** and placed at **ANNEXURE-I**. It was presented that each 4-credit course consists of 4 Units having 20 topics, 20 PPTs, 20 Videos, 2 Assignments and quizzes. The quality of ELM developed by faculty members was checked by Quality Assurance Cell (QAC) in accordance with the UGC guidelines of four quadrant approach, and was **approved by Academic Council for all the courses**. The **approved course list** for uploading on UGC-DEB portal is presented in **ANNEXURE-II**.

The Self Learning Material (SLM) along with PPTs and the recording of video lectures has been completed. It was brought out that 80% content for ODL and OL programmes have been developed in-house; whereas 20% courses are offered in the MOOCs form through SWAYAM platform (**ANNEXURE-III** presents the details and link of MOOCs courses). The contents prepared had already undergone quality check by duly constituted Quality Assurance Cell (QAC) before presenting in the Academic Council.

**The Academic Council approved the content developed for BBA and B.Com programs** to be offered in the ODL & OL modes.

The Academic council was informed that a dedicated URL [www.ncuonline.edu.in](http://www.ncuonline.edu.in) has been created by IT cell, NCU. It was decided to use **CANVAS LMS** for all the programs offered by CDOE, since **it has a built-in discussion board and assessment section suitable for offering programs using the 4-quadrant approach**.



### **ITEM NO 3: APPROVAL OF NEW PROGRAMMES**

#### **(Dean Academic Affairs)**

The Dean (Academic Affairs) of The NorthCap University proposed the following new programmes to be offered from the AY 2023-24, under various departments:


- B.Sc (Sound Engineering)
- B.Sc (Visual Communication)
- B. Sc (Visual Effects and Animation)
- BCA (Game Development)
- BCA (Media and Information Technology)

The detailed course curriculum needs to be approved by the respective Board of Studies for **approval in the next Academic Council Meeting**.

### **ITEM NO 4: ANY OTHER RELATED AGENDA WITH THE PERMISSION OF THE CHAIR.**

The Academic Council advised the Director, CDOE to comply with all the statutory requirements laid down in the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, and complete the process of data uploading on the UGC-DEB portal within the stipulated timelines.

The meeting ended with the vote of thanks to the chair.



Cmde. Diwakar Tomar (Retd.)

Registrar (Member Secretary)

Academic Council, NCU




**THE NORTHCAP UNIVERSITY**  
**ACADEMIC COUNCIL STANDING COMMITTEE MEETING**  
**14 MARCH 2023 (TUESDAY) AT 2:30 PM**

**ATTENDANCE SHEET**

S. No	Name	Designation	Representing	Signature
1.	Prof. (Dr.) Nupur Prakash	Chairperson	Vice-Chancellor	
2.	Prof. Prem Vrat	Member	Pro-Chancellor, Professor of Eminence, and Chief Mentor	
3.	Prof. Manoj Kumar Gopaliya	Member	Dean-Academics	
4.	Prof. Swaran Ahuja	Member	Advisor (Academic Affairs)	
5.	Dr. Rita Chhikara	Member	HOD - CSE	
6.	Dr. Sharda Vashisth	Member	HOD - MDE	
7.	Dr. Archana Sarma	Member	HOD - SOL	 Karika Kaushik for HOD - SOL Karika
8.	Prof. Nimit Gupta	Member	HOD - SOM & LS (Management Programs)	
9.	Dr. Sona Vikas	Member	HOD - SOM & LS (Commerce & Liberal Studies)	
10.	Dr. Divyabha Vashisth	Member	HOD - CLL	
11.	Dr. Hukum Singh	Member	HOD - APS	 14/3/23
12.	Dr. Anjali Garg	Special Invitee	Dy. Dean (Examination)	 14/3/23
13.	Commodore Diwakar Tomar	Member - Secretary	Registrar	

14. Dr. Sathya Singh Special Invitee

NCU-FRM-37

	<b>MINUTES OF THE MEETING OF BOARD OF STUDIES FOR BBA and B. COM ONLINE AND DISTANCE LEARNING PROGRAMS</b>	<b>Review Date:</b>
		<b>Sheet 1 of 4</b>

From: School of Management and Liberal Studies  
Date: March 10, 2023

To: Vice-Chancellor  
CC: Registrar, Director-CDOE

**MINUTES OF THE MEETING OF BOARD OF STUDIES COMMITTEE FOR ONLINE  
AND DISTANCE LEARNING PROGRAMS TO BE OFFERED UNDER  
THE CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE), THE  
NORTHCAP UNIVERSITY GURUGRAM**

**Agenda Points-**

- To approve the entire Self-Learning Material, PPTs, Videos for BBA & B. Com programmes under the online and distance learning mode for uploading on the UGC website
- To approve the MOOC Courses being offered as part of the curriculum in both BBA & B. Com programmes

**Meeting Date: March 6, 2023**

The second meeting of the Board of Studies Committee was held on March 6, 2023 in the virtual mode. The detailed learning material for each course for first two years of the proposed new programmes - BBA & BCom was presented to the Committee.


Following members attended the BOS -

S. N.	Name	Designation	Role
1	Dr. Nimit Gupta	Professor, HOD – Management, SOM&LS	Chairperson
2	Dr. Sona Vikas	Associate Professor, HOD – Commerce & Liberal Studies, SOM&LS	Member
3	Dr. Shilpa Sindhu	Associate Professor, SOM&LS	Member
4	Dr. Preeti Chawla	Associate Professor, SOM&LS	Member
5	Dr. M.S. Turan	Professor - Management & Former Dean - Academic Affairs, Gurugram University, Gurugram	External Expert
6	Dr. Meenakshi Handa	Professor – Management, University School of Management Studies, GGSIPU, Delhi	External Expert

Absentee

Dr Deergha Sharma, Member



	<b>MINUTES OF THE MEETING OF BOARD OF STUDIES FOR ONLINE AND DISTANCE LEARNING PROGRAMS AT THE SCHOOL OF MANAGEMENT &amp; LIBERAL STUDIES</b>	<b>Review Date:</b>
		<b>Sheet 2 of 3</b>

From: School of Management and Liberal Studies

To: Vice-Chancellor

Date: March 10, 2023

CC: Registrar, Director-CDOE

### **Minutes of the Meeting**

The meeting commenced with the updation of the status to the members of the Open and Distance Learning and Online Learning under the Centre for Distance and Online Education at The NorthCap University by Dr Preeti Chawla. The agenda points were then discussed.

#### **Item No. 1 Presentation of all learning material of BBA Program for Year I & II**

The SLMs, PPTs and Videos was presented by Dr Nimit Gupta, HOD- Management. The SLM includes the course material, Assignments, MCQs, FAQs and Case Studies. For each course faculty has prepared 20 videos, 20 PPTs and SLM for the BBA Program.

#### **Item No. 2 Presentation of all learning material of B. COM Program for Year I & II**

The SLMs, PPTs and Videos was presented by Dr Sona Vikas, HOD-Commerce & Liberal Studies. The SLM includes the course material, Assignments, MCQs, FAQs and Case Studies. For each course faculty has prepared 20 videos, 20 PPTs and SLM for the B. Com Program.

#### **Item No. 3 Approval of MOOCs for both BBA & B. COM Programs**

A list of MOOC courses offered through SWAYAM was identified to embed as part of the Curriculum for both BBA & B. Com. This is a requirement as per the UGC Guidelines.

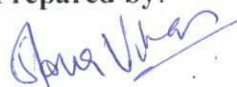
#### **The following suggestions have been made by the Committee members-**

- a. A few formatting changes were proposed in the Self-Learning Material prepared for both BBA and B.COM to maintain consistency.

The HODs to ensure that the faculty makes the necessary changes as proposed by the Committee and then the same to be uploaded.


Rest of the material in the form of PPTs and Videos was approved as it is by the Committee. The MOOC list was also approved by the Committee.

**Prepared by:**



**Dr Sona Vikas**

**HOD – Commerce & Liberal Studies, SOM&LS**

	<b>MINUTES OF THE MEETING OF BOARD OF STUDIES FOR ONLINE AND DISTANCE LEARNING PROGRAMS AT THE SCHOOL OF MANAGEMENT &amp; LIBERAL STUDIES</b>	Review Date:
		Sheet 3 of 3

From: School of Management and Liberal Studies  
Date: March 10, 2023

To: Vice-Chancellor  
CC: Registrar, Director-CDOE

**Endorsed by:**

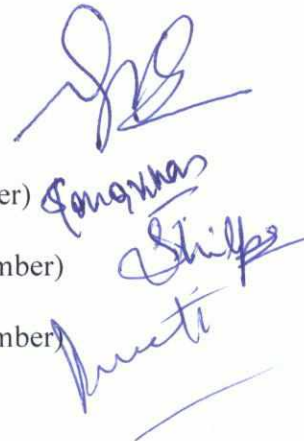
Name, Designation and Signature of all the members (Signature with date)

**External Experts:**

- Dr. M.S. Turan (Professor - Management & Former Dean - Academic Affairs, Gurugram University, Gurugram) – Virtual Consent
- Dr. Meenakshi Handa (Professor - Management, University School of Management Studies, GGSIPU, Delhi) – Virtual Consent

**Internal Members:**

- Dr. Nimit Gupta (Professor, SOM&LS - Chairperson)
- Dr. Sona Vikas (Associate Professor, SOM&LS - Member)
- Dr. Shilpa Sindhu (Associate Professor, SOM&LS - Member)
- Dr. Preeti Chawla (Associate Professor, SOM&LS - Member)





<b>ANNEXURE-II</b>			
<b>Course List of BBA 3Yr Programme to be offered under ODL and OL Mode</b>			
<b>S. No</b>	<b>New Proposed Course Code</b>	<b>Course Title</b>	<b>Remarks</b>
<b>BBA Semester-I</b>			
1	ODU-1000	Business Communication - 1	Approved
2	ODU-1010	Environmental Studies (MOOC)	Approved
3	ODM-1001	Principles of Management	Approved
4	ODM-1010	Statistics and Research Methodology-1	Approved
5	ODM-1003	Financial Accounting (MOOC)	Approved
6	ODM-1005	Community Service-1	Approved
<b>BBA Semester-II</b>			
7	ODU-1020	Business Communication - 2	Approved
8	ODM-1002	Legal Aspects of Business	Approved
9	ODM-1004	Financial Management	Approved
10	ODM-1006	Principles of Economics (MOOC)	Approved
11	ODM-1020	Statistics & Research Methodology-2	Approved
12	ODM-1008	General Proficiency-1	Approved
<b>Total Year I Credits</b>			<b>40</b>
<b>BBA Semester-III</b>			
13	ODM-2001	Income Tax	Approved
14	ODM-2003	Marketing Management	Approved
15	ODM-2005	Fundamentals of Banking	Approved
16	ODM-2007	E- Commerce	Approved
17	ODM-2009	Organizational Behaviour (MOOC)	Approved
18	ODM-2011	Community Service-2	Approved
<b>BBA Semester-IV</b>			
19	ODU-2000	Human Values and Professional Ethics	Approved
20	ODM-2002	Computer Applications for Business	Approved
21	ODM-2004	Cost Accounting	Approved
22	ODM-2000	Entrepreneurship (MOOC)	Approved
23	ODM-2006	Human Resource Management (MOOC)	Approved
24	ODM-2008	General Proficiency-2	Approved
<b>Total Year II Credits</b>			<b>40</b>
<b>BBA Semester-V</b>			
25	ODM-3001	Business Policy and Strategic Management	Approved
26	ODM-2010	Consumer Behaviour	Approved
27	ODM-3003	Community Service-3	Approved
28		Program Elective-1	Approved
29		Program Elective-2	Approved
30		Program Elective-3	Approved
<b>BBA Semester-VI</b>			
31	ODM-3002	Comprehensive Viva Voce	Approved
32	ODM-3004	Major Project	Approved
33	ODM-3006	General Proficiency-3	Approved
34		Program Elective-4	Approved
35		Program Elective-5	Approved
36		Program Elective-6	Approved
<b>Total Year III Credits</b>			<b>40</b>
<b>Total Program Credits</b>			<b>120</b>

<b>BBA Program Electives (Finance Specialization)</b>			
1	ODM-3000	Program Elective	Corporate Accounting
2	ODM-3010	Program Elective	Management Accounting
3	ODM-3011	Program Elective	Security analysis and portfolio management
4	ODM-3012	Program Elective	Introduction to Financial Institutions and Market
5	ODM-3013	Program Elective	Management of Financial services
6	ODM-3014	Program Elective	Money and Banking
<b>BBA Program Electives (HRM Specialization)</b>			
7	ODM-3015	Program Elective	Recruitment and Selection
8	ODM-3016	Program Elective	Performance and Competency Management
9	ODM-3017	Program Elective	Employee Training and Development
10	ODM-3018	Program Elective	Compensation and Reward Management
11	ODM-3019	Program Elective	Organization Change and Development
12	ODM-3021	Program Elective	Leadership
<b>BBA Program Electives (Marketing Specialization)</b>			
13	ODM-3022	Program Elective	Customer Relationship Management
14	ODM-3023	Program Elective	Sales and Distribution
15	ODM-3024	Program Elective	Marketing of Services
16	ODM-3025	Program Elective	Retail management
17	ODM-3026	Program Elective	Integrated Marketing Communication
18	ODM-3027	Program Elective	Digital Marketing

Prof. Nimit Gupta

(HoD Management Studies)

Prof. Nupur Prakash

(Vice Chancellor, NCU)



**Scheme of B.Com 3Yr Programme to be offered  
under ODL and OL Mode**

S. N.	Code	Course Title	Remarks
<b>B. Com. Semester-I</b>			
1	ODU-1000	Business Communication - 1	Approved
2	ODU-1010	Environmental Studies (MOOC)	Approved
3	ODM-1007	Principles and Practices of Management	Approved
4	ODM-1009	Introduction to Banking	Approved
5	ODM-1003	Financial Accounting (MOOC)	Approved
6	ODM-1005	Community Service-1	Approved
<b>B. Com. Semester-II</b>			
7	ODU-1020	Business Communication - 2	Approved
8	ODM-1012	Business Laws	Approved
9	ODM-1010	Statistics & Research Methodology-I	Approved
10	ODM-1004	Financial Management	Approved
11	ODM-1006	Principles of Economics (MOOC)	Approved
12	ODM-1008	General Proficiency-1	Approved
<b>Total Year I Credits</b>			<b>40</b>
<b>B. Com. Semester-III</b>			
13	ODU-2000	Human Values & Professional Ethics	Approved
14	ODM-2013	Fundamentals of Auditing	Approved
15	ODM-1020	Statistics & Research Methodology -II	Approved
16	ODM-2000	Entrepreneurship (MOOC)	Approved
17	ODM-2009	Organizational Behaviour (MOOC)	Approved
18	ODM-2007	E- Commerce	Approved
19	ODM-2011	Community Service-2	Approved
<b>B. Com. Semester-IV</b>			
20	ODM-2012	Soft Skills	Approved
21	ODM-2014	Income Tax & Practice	Approved
22	ODM-2016	Principles of Marketing	Approved
23	ODM-2018	Business Policy and Strategy	Approved
24	ODM-2010	Cost Accounting	Approved
25	ODM-2006	Human Resource Management (MOOC)	Approved
26	ODM-2008	General Proficiency-2	Approved
<b>Total Year II Credits</b>			<b>40</b>
<b>B. Com. Semester-V</b>			
27	ODM-3005	Micro Finance	Approved
28	ODM-3007	Indirect Taxation (GST)	Approved
29	ODM-3000	Corporate Accounting	Approved
30	ODM-3010	Management Accounting	Approved
31	ODM-3003	Community Service-3	Approved
32		Program Elective-1	Approved
33		Program Elective-2	Approved
<b>B. Com. Semester-VI</b>			
34	ODM-3008	Computer Applications	Approved
35	ODM-3004	Major Project	Approved
36	ODM-3002	Comprehensive Viva Voce	Approved
37	ODM-3006	General Proficiency-3	Approved
38		Program Elective-3	Approved
39		Program Elective-4	Approved
<b>Total Year III Credits</b>			<b>40</b>
<b>Total Program Credits</b>			<b>120</b>



Electives		
	B.Com. Program Electives	
1	ODM-3009	Behavioral and Personal Finance
2	ODM-3011	Security Analysis and Portfolio Management
3	ODM-3012	Introduction to Financial Institutions and Markets
4	ODM-3013	Management of Financial Services
5	ODM-3014	Money and Banking



Dr. Sona Vikas  
(HoD Com. & LS)



Prof. Nupur Prakash  
(Vice Chancellor, NCU)

BBA - MOOC Courses (As proposed)								
S. N.	BBA Semester	Core / Elective	Course Name	MOOC Course Name	MOOC Course Weeks	Instructor Name	Affiliating Institution	Course Link
1	Semester I	Core	Environmental Studies	Environmental Studies	12	Dr. Monica Jain	Devi Ahilya Vishwavidyalaya, Indore	<a href="https://onlinecourses.swyam2.ac.in/cec21_re21/preview">https://onlinecourses.swyam2.ac.in/cec21_re21/preview</a>
2	Semester I	Core	Financial Accounting	Financial Accounting	12	Prof. Puran Singh	IIT Mandi	<a href="https://onlinecourses.nptel.ac.in/noc23_mg65/preview">https://onlinecourses.nptel.ac.in/noc23_mg65/preview</a>
3	Semester II	Core	Principles of Economics	Managerial Economics	12	Prof. Trupti Mishra	IIT Bombay	<a href="https://onlinecourses.nptel.ac.in/noc21_mg90/preview">https://onlinecourses.nptel.ac.in/noc21_mg90/preview</a>
4	Semester III	Core	Organizational Behaviour	Organizational Behaviour	12	Prof. M. P. Ganesh	IIT Hyderabad	<a href="https://onlinecourses.nptel.ac.in/noc22_mg78/preview">https://onlinecourses.nptel.ac.in/noc22_mg78/preview</a>
5	Semester IV	Core	Entrepreneurship	Entrepreneurship	12	By Prof. C Bhaktavatsala Rao	IIT Madras	<a href="https://onlinecourses.nptel.ac.in/noc20_mg35/preview">https://onlinecourses.nptel.ac.in/noc20_mg35/preview</a>
6	Semester IV	Core	Human Resource Management	Human Resource Management	12	Dr. Prakash Pillai R.	Loyola College of Social Sciences	<a href="https://onlinecourses.swyam2.ac.in/cec21_mg06/preview">https://onlinecourses.swyam2.ac.in/cec21_mg06/preview</a>

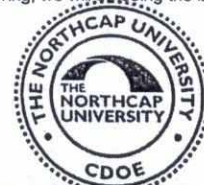
Note: These courses are as per the available list on SWAYAM portal. This is a dynamic list. At the time of the offering, we will be using the latest course on the website.

Proposed by

  
Programme Coordinator

Approved by

  
Director - CDOE, The NorthCap University Gurugram



B. COM - MOOC Courses (As proposed)								
S. N.	BCOM Semester	Core / Elective	Course Name	MOOC Course Name	MOOC Course Weeks	Instructor Name	Affiliating Institution	Course Link
1	Semester I	Core	Environmental Studies	Environmental Studies	12	Dr. Monica Jain	Devi Ahilya Vishwavidyalaya, Indore	<a href="https://onlinecourses.swayam2.ac.in/cec21_pe21/preview">https://onlinecourses.swayam2.ac.in/cec21_pe21/preview</a>
2	Semester I	Core	Financial Accounting	Financial Accounting	12	Prof. Puran Singh	IIT Mandi	<a href="https://onlinecourses.nptel.ac.in/noc23_mq65/preview">https://onlinecourses.nptel.ac.in/noc23_mq65/preview</a>
3	Semester II	Core	Principles of Economics	Managerial Economics	12	Prof. Trupti Mishra	IIT Bombay	<a href="https://onlinecourses.nptel.ac.in/noc21_mq90/preview">https://onlinecourses.nptel.ac.in/noc21_mq90/preview</a>
4	Semester III	Core	Entrepreneurship	Entrepreneurship	12	By Prof. C Bhaktavatsala Rao	IIT Madras	<a href="https://onlinecourses.nptel.ac.in/noc20_mq35/preview">https://onlinecourses.nptel.ac.in/noc20_mq35/preview</a>
5	Semester III	Core	Organizational Behaviour	Organizational Behaviour	12	Prof. M. P. Ganesh	IIT Hyderabad	<a href="https://onlinecourses.nptel.ac.in/noc22_mq78/preview">https://onlinecourses.nptel.ac.in/noc22_mq78/preview</a>
6	Semester IV	Core	Human Resource Management	Human Resource Management	12	Dr. Prakash Pillai R.	Loyola College of Social Sciences	<a href="https://onlinecourses.swayam2.ac.in/cec21_mq06/preview">https://onlinecourses.swayam2.ac.in/cec21_mq06/preview</a>

Note: These courses are as per the available list on SWAYAM portal. This is a dynamic list. At the time of the offering, we will be using the latest course on the website.

Proposed by

Programme Coordinator



Approved by

Director - CDOE, The NorthCap University Gurugram