	THE NORTHCAP UNIVERSITY	REVIEW DATE
	1 st Meeting of Quality Assurance Committee (QAC): Minutes of Meeting	Page 1 of 1

From: Member Secretary-QAC

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

Date: 15 December 2022

QAC/MOM/Dec/2022/01

The **1st meeting of Quality Assurance Committee (QAC)** committee was held in the **room N206** of The NorthCap University on **15th Dec 2022 (Thursday)** at **2:30 P.M.**

The main agenda point of the 1st QAC meeting were:

Item No.1: **Discussion on the draft of Self Learning Material (SLM)**

The following members attended the meeting:

- | | |
|--|------------------------------------|
| 1) Prof. Swaran Ahuja (Academic Advisor) | Sr. Teacher Representative, Member |
| 2) Prof. Manoj Kumar Gopaliya (Dean Academics) | Sr. Teacher Representative, Member |
| 3) Dr Vaishali Sahu | Member |
| 4) Dr Preeti Chawla | Member Secretary |

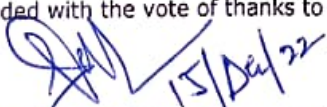
Dr Preeti Chawla – (Member Secretary) briefed the members about the agenda of the meeting i.e discussion on SLM for ODL/OL Programs.

Prof. Swaran Ahuja- (Academic Advisor) elaborated the contents to be added in SLM in the detailed manner as per UGC-DEB regulations.


–Self-Learning Material for Open and Distance Learning mode means and includes contents in the form of course material, whether print or in e- form, which is interalia self-explanatory, self-contained, self-directed at the learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study, but does not include text-books or guide-books.

Guidelines have been shared by this committee to keep all the material in the same standardized format.

Meeting ended with the vote of thanks to the chair.


Dr Preeti Chawla (Member Secretary)



	THE NORTHCAP UNIVERSITY	REVIEW DATE:
	2nd Meeting of Quality Assurance Committee (QAC): Minutes of Meeting	Page 1 of 1

From: Member Secretary-QAC

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

Date: 20 Feb 2023

QAC/MOM/Feb/2023/02

The **2nd** meeting of **Quality Assurance Committee (QAC)** committee was held in the room N206 of The NorthCap University on **20th Feb 2023** (Monday) at **2:30 P.M.**

The main agenda points of the 2nd QAC meeting were:

Item No.1: **Reviewing of Self Learning Material (SLM), PPTs, Videos, Assignments & Quizzes**

The following members attended the meeting:

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|--|------------------------------------|
| 1) Prof. Swaran Ahuja (Academic Advisor) | Sr. Teacher Representative, Member |
| 2) Prof. Manoj Kumar Gopaliya (Dean Academics) | Sr. Teacher Representative, Member |
| 3) Dr Vaishali Sahu | Member |
| 4) Dr Preeti Chawla | Member Secretary |
| 5) All Faculty members involved in CDOE | |

Dr Preeti Chawla – (Member Secretary) briefed the members about the agenda of the meeting i.e reviewing SLM, PPTs and Videos for ODL/OL Programs.

SLM include 20 topics, 20 Ppts and 20 videos reviewed in the detailed manner as per UGC-DEB regulations.

A checklist is being circulated among members for the reviews and suggestions.

Suggestions:

More practical questions and diagrams to be added in SLM.

The number of slides will be more than 10 in each ppt.

The videos should start with a simple background and examples.

Meeting ended with the vote of thanks to the chair.




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MEMBER SECRETARY



BBA/ B. Com - ODL/OL						
S. N.	Year 1	Courses	Equivalent credits	Dept.	Faculty	
1	BCOM Semester 1 / BBA SEM I	Effective Comm - I / Business Communication - 1	4	CLL	Chetna Kumari	
2	BCOM Semester 1 / BBA SEM I	Principles and Practices of Management	4	SOM	Minakshi Sethrawal	
3	BCOM Semester 1 / BBA SEM I	Professional Accounting	3	SOM	Preeti Chawla	
4	BCOM Semester 1 / BBA SEM III	Introduction to Banking / Fundamentals of Banking	3	SOM	Akasha Sandhu	
5	BCOM Semester 2 / BBA SEM II	Financial Management	4	SOM	Preeti Chawla	
6	BCOM Semester 2 / BBA SEM I	Statistics & Research Methodology-I	3	SOM	Priyanka Banerji	
7	BCOM Semester 2 / BBA SEM II	Business Laws / Legal Aspects of Business	3	SOL	Kanika Kaushik	
8	BCOM Semester 2 / BBA SEM II	Effective Comm-II / Business Communication - II	4	CLL	Payal Khurana	
9	BCOM Semester 3	Fundamentals of Auditing	3	SOM	Ashima Saxena	
10	BCOM Semester 3 / BBA SEM II	Statistics & Research Methodology -II	3	SOM	Priyanka Banerji	
11	BCOM Semester 3 / BBA SEM III	E- Commerce	3	SOM	Akshat Aditya Rao	
12	BCOM Semester 3 / BBA SEM IV	Entrepreneurship	3	SOM	Shilpa Sindhu	
13	BCOM Semester 3 / BBA SEM IV	Human Values & Professional Ethics	3	CLL	Tulika Mahapatra	
14	BBA SEM IV	Consumer Behaviour	3	SOM	Shilpa Sindhu	
15	BCOM Semester 4 / BBA SEM III	Income Tax & Practice	3	SOM	Ashima Saxena	
16	BCOM Semester 4 / BBA SEM III	Marketing Management	3	SOM	Kanchan Yadav	
17	BCOM Semester 4 / BBA SEM V	Business Policy and Strategy	3	SOM	Akshat Aditya Rao	
18	BCOM Semester 4 / BBA SEM V	Cost Accounting		SOM	Preeti Chawla	



 <p>THE NORTHCAP UNIVERSITY</p>	<p align="center">THE NORTHCAP UNIVERSITY</p> <p align="center">3rd Meeting of Quality Assurance Committee (QAC): Minutes of Meeting</p>	<p align="center">REVIEW DATE</p> <p align="center">Page 1 of 1</p>
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From: Member Secretary-QAC

To: **All Concerned Members of QAC**

CC: Hon'ble GB, Secretarial, Pro-Chancellor's

Office, VC Office

Date: 3rd March 2023

QAC/MOM/feb/2023/02

The **3rd meeting of Quality Assurance Committee (QAC)** committee was held in the room N206 of The NorthCap University on **3rd March 2023 (Friday)** at **2:30 P.M.**

The main agenda points of the 2nd QAC meeting were:

Item No.1: Proof reading of SLM of all the courses

The following members attended the meeting:

- | | |
|--|------------------------------------|
| 1) Prof. Swaran Ahuja (Academic Advisor) | Sr. Teacher Representative, Member |
| 2) Prof. Manoj Kumar Gopaliya (Dean Academics) | Sr. Teacher Representative, Member |
| 3) Prof. Anjali Garg (Dy. Dean Examination) | Representative Examination branch |
| 4) Dr. Satham Singh- Assoc. Prof. (ME) | IQAC Coordinator of HEI |
| 5) Dr. Vaishali Sahu | Member |
| 6) Dr. Preeti Chawla | Member Secretary |
| 7) All Faculty members involved in CDOE | |

Dr. Preeti Chawla – (Member Secretary) briefed the members about the agenda of the meeting i.e proof reading SLM, PPTs and Videos for ODL/OL Programs.

Proof reading of SLM includes 20 topics, 20 PPTs and 20 videos has been done in the detailed manner as per UGC-DEB regulations. All the course SLMs, PPTs and Videos were approved by the QAC.

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

Dr. Preeti Chawla (Member Secretary)

