	<b>THE NORTHCAP UNIVERSITY</b>	REVIEW DATE:
	<b>III Meeting of Centre for Internal Quality Assurance (CIQA): Minutes of Meeting</b>	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, Registrar Office

Date: 15 September 2023

**CIQA/MOM/Sept./2023/01**

The **III<sup>rd</sup> meeting of Centre for Internal Quality Assurance (CIQA)** committee was held in the **conference room** of The NorthCap University on **15 September 2023** (Friday) at **2:30 P.M.** Prof. Nupur Prakash (Vice Chancellor), Chairperson CIQA welcomed all the members and special invitees for the 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.

**The main agenda points and minutes of the III<sup>rd</sup> CIQA meeting are as follows:**

Item No.1: **RECONSTITUTION OF THE CIQA CELL: Dr. Satnam Singh, Director CIQA**

The CIQA was constituted under the Chairmanship of Vice Chancellor of The NorthCap University as per **Clause IV, Annexure I** of **UGC Regulation on ODL/OL** on 23 August 2022. However, due to the turnover of many members, the CIQA cell is reconstituted as per UGC-DEB guidelines. The reconstituted CIQA list is attached in **Annexure-I**.

Item No.2: **TO UPDATE THE COMMITTEE MEMBERS ABOUT THE APPROVAL OF BBA AND B.COM. ONLINE PROGRAMMES BY UGC DEB: Prof. Anjali Garg, Director CDOE**

All members of CIQA were appraised on the UGC-DEB approval for offering BBA and B.COM as online programmes. The approval for the said programmes were received on 28<sup>th</sup> August 2023 and is valid till Jan. 2028. The email from UGC is attached as **Annexure-II**. The Director CDOE also presented the introduction of PG programmes w.e.f. 2024 in Online Mode.

Item No.3: **TO DISCUSS THE APPROACH FOR GIVING WIDE PUBLICITY TO THESE PROGRAMS AND TO ATTRACT A GOOD NUMBER OF STUDENTS TO ENROLL IN THESE PROGRAMMES: ALL CIQA MEMBERS:**

A constructive discussion among the CIQA members took place and following major points were discussed to improve the visibility and admissions in NCU OL programmes:

1. The external members requested to modify the online website such that it can capture the data in the form of email address and phone numbers for creating database and targeting potential students. It was requested to upload small reels

with important programme highlights and relevant information on website to attract student's attention.

2. The NCU should target the selected population such as students from Tier-II and Tier-III cities and villages. The programme can further attract female candidates from rural areas. Make the stakeholders aware through proper channels and provide scholarships.
3. Highlight the important points on website in the starting paragraph. Insist on dual degree programmes, credit transfer schemes and NEP2020 scheme under highlights. Members suggested that promotion of these programmes need to be carried out at malls/govt. schools/rural areas. The members proposed referral schemes for the stakeholders for admissions which can help in achieving the current targets in the stipulated time.

**Item No.4: TO DISCUSS NEXT COURSE OF ACTION FOR EXPANDING THE OFFERINGS OF CENTRE OF DISTANCE AND OPEN EDUCATION: ALL CIQA MEMBERS**

The member of CIQA suggested that while making an attempt to attract students in UG programmes; the approval process and introduction of PG programmes can also be started. The Chairman CIQA urged Director CDOE to present the outline for MBA Programme to be offered under CDOE in Online Mode to be offered from January 2024.

Director CDOE explained the major highlights of MBA programme to be offered under CDOE-NCU and informed that the content preparation for the programme has begun from the month of June 2023. The Project Proposal Report (PPR) for the MBA programme was approved in the 38<sup>th</sup> Board of Management Meeting. It was informed that the BOS approval was taken for the proposed programme. The MBA OL Programmes will be placed in the upcoming Academic Council Meeting for the approval of the contents developed by faculty members. The OL programme must adhere to the four-quadrant approach laid down by UGC-DEB 2020 regulations and necessary approvals to be obtained from AICTE if required.

**Item No.5: ANY OTHER ITEM WITH THE PERMISSION OF CHAIR:**

Prof. Nupur Prakash, Chairperson CIQA thanked all the CIQA members for the constructive inputs and in-depth discussions on the future plan for expansion of Online Programmes to be offered under CDOE, NCU.



Dr. Satnam Singh

Director CIQA and Member Secretary



**Subject: Attendance Sheet of 3<sup>rd</sup> CIQA Meeting**

Review Date:

Sheet 1 of 1

Date: 15<sup>th</sup> Sept 2023

CIQA/2023/03

The 3<sup>rd</sup> Meeting of Centre of Internal Quality Assurance Cell (CIQA) is held on 15<sup>th</sup> Sept. 2023 at 2:30 PM in the conference room of The NorthCap University. The following members attended the meeting:

S. No.	Name	Representing	Signature
1	Prof. Nupur Prakash	Vice Chancellor, NCU	<i>Nupur Prakash</i>
2	Prof. Swaran Ahuja	Sr. Teacher of Higher Education	<i>Swaran Ahuja</i>
3	Prof. Manoj K Gopaliya	Sr. Teacher of Higher Education	<i>(classes)</i>
4	Dr. Sona Vikas (HOD SOM & LS)	HoD of studies offering recognized programs in Open and Distance Learning & Online mode	<i>Sona Vikas</i>
5	Dr. Divyabha Vashisth (HOD, CLL)	HoD of studies offering recognized programs in Open and Distance Learning & Online mode	<i>Divyabha Vashisth</i>
6	Prof. (Dr.) Pushplata Tripathi – <del>Pro-VE KRMU</del> former Pro VC, GGSIPU	External Expert of Open and Distance Learning and / or Online education	<i>Pushplata Tripathi</i>
7	Prof. S. R. Musanna, Former Director - IMT, CDL, Ghaziabad, UP	External Expert of Open and Distance Learning and / or Online education	<i>S. R. Musanna</i>
8	Prof. Subodh Kesharwani, Former Director CoE & Chief Vigilance Officer, IGNOU, New Delhi	External Expert of Open and Distance Learning and / or Online education	<i>Subodh Kesharwani</i>
9	Ms. Kirti Singhal, CF&AO, NCU	Officials from the Administration and Finance departments of the Higher Educational Institution	<i>(on leave)</i>
10	Mr. Deepak Satyarthi, Dy. Registrar, CDOE	Member from CDOE	<i>Deepak Satyarthi</i>
11	Ms. Kiran Mrig	Controller of Examination	<i>(on leave)</i>
12	Prof. Anjali Garg	Director CDOE	<i>Anjali Garg</i>
13	Dr. Satnam Singh	Director, CIQA	<i>Satnam Singh</i>

*Satnam Singh*  
15/Sept/2023  
Dr. Satnam Singh  
Director, CIQA

NCU/FRM/UNIV/006

	<b><u>Subject: Notification Regarding Reconstitution of CIQA</u></b>	Review Date:
		Sheet 1 of 2

Date: 15<sup>th</sup> September 2023

CIQA/2023/02

The CIQA (Centre for Internal Quality Assurance) was established on 29.08.2022 with the objective to develop and put in place a comprehensive and dynamic internal quality assurance system. The CIQA ensures that the programs of higher education in the Open and Distance Learning mode and Online mode being implemented by the University are of acceptable quality and continuously improved on a regular basis.

The CIQA is further hereby reconstituted with the immediate effect with the following members:

**The committee shall comprise of following members:**

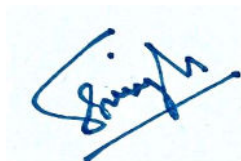
S. No.	Name	Representing	Designation
1	Prof. Nupur Prakash	Vice Chancellor, NCU	Chairperson
2	Prof. Swaran Ahuja	Sr. Teacher of Higher Education	Member
3	Prof. Manoj K Gopaliya	Sr. Teacher of Higher Education	Member
4	Dr. Sona Vikas (HOD SOM & LS)	HoD of studies offering recognized programs in Open and Distance Learning & Online mode	Member
5	Dr. Divyabha Vashisth (HOD, CLL)	HoD of studies offering recognized programs in Open and Distance Learning & Online mode	Member
6	Prof. (Dr.) Pushplata Tripathi – Former Pro VC- GGSIPU	External Expert of Open and Distance Learning and / or Online education	Member
7	Prof. S. R. Musanna, Former Director - IMT, CDL, Ghaziabad, UP	External Expert of Open and Distance Learning and / or Online education	Member
8	Prof. Subodh Kesharwani, Former Director CoE & Chief Vigilance Officer, IGNOU, New Delhi	External Expert of Open and Distance Learning and / or Online education	Member
9	Ms. Kirti Singhal, CF&AO, NCU	Officials from the Administration and Finance departments of the Higher Educational Institution	Member
10	Mr. Deepak Satyarthi, Dy. Registrar, CDOE	Member from CDOE	Member

11	Ms. Kiran Mrig	Controller of Examination	Member
12	Prof. Anjali Garg	Director CDOE	Member
13	Dr. Satnam Singh	Director, CIQA	Member-Secretary

The members of Centre for Internal Quality Assurance shall meet at least once in a semester. The quorum for the meeting shall be two-third of the total number of members with mandatory presence of one external expert. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

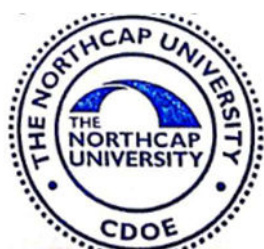
The reconstituted CIQA has the approval of Vice-Chancellor, NCU.

The tenure of the members of the above constituted committee shall be for a period of two years.



Dr. Satnam Singh,

Director & Member Secretary, CIQA, NCU



- Copy to:
1. VC NCU & Chairperson CIQA
  2. Registrar NCU
  3. Director CDOE
  4. All members



Satnam Singh &lt;satnamsingh@ncuindia.edu&gt;

## Fwd: Processing of application for offering ODL and/or Online Programmes-Sharing of Assessment Sheet-reg.

3 messages

**Diwakar Tomar** <diwakartomar@ncuindia.edu> Mon, Aug 28, 2023 at 3:57 PM  
 To: "CDOE ." <cdoe@ncuindia.edu>, Deepak Satyarthi <deepak@ncuindia.edu>, "Dr. Sona Vikas" <sonavikas@ncuindia.edu>, Mandeep Singh <mandeepsingh@ncuindia.edu>, Marketing Ncu <marketing@ncuindia.edu>, "Prof. Manoj Kumar Gopaliya" <manojkumargopaliya@ncuindia.edu>, Satnam Singh <satnamsingh@ncuindia.edu>, Swaran Ahuja <swaranahuja@ncuindia.edu>  
 Cc: Aroop Goswamy <aropgoswamy@ncuindia.edu>, Avdhesh Mishra <avdhesh@ncuindia.edu>, Kirti Singhal <kirtisinghal@ncuindia.edu>, "Prof. Prem Vrat" <premvrat@ncuindia.edu>, Shiv Mehra <shiv@ncuindia.edu>, Zorawardaulet Singh <zorawardauletsingh@ncuindia.edu>

Dear All

1. UGC notification according approval of the Expert Committee constituted by the UGC to examine Application of The NorthCap Univ for approval to offer programmes (BBA and BCOM) in Online Mode from Academic Session 2023-24 is attached as trailing mail for info of all.
2. Director CDOE is requested to take necessary actions in line with the approval, and as mandated by the UGC Regulations on ODL/ OL 2020

Regards

----- Forwarded message -----

From: &lt;odl.ugc@mail.inflibnet.ac.in&gt;

Date: Mon, 28 Aug 2023 at 3:08 PM

Subject: Processing of application for offering ODL and/or Online Programmes-Sharing of Assessment Sheet-reg.

To: &lt;registrar@ncuindia.edu&gt;

Cc: &lt;neethuthulasi.ugc@gov.in&gt;

Dear Sir/Ma'am,

Nature of Communication: Letter

Title: Processing of application for offering ODL and/or Online Programmes-Sharing of Assessment Sheet-reg.

Message:

Sir/Madam,

With reference to the above subject, this is to inform you that the recommendations of the Expert (Review) Committee, constituted to consider the Visiting Expert Committee report, have been approved by the Competent Authority. Please find attached herewith a copy of the Expert (Review) Committee recommendation sheet and the Visiting Expert Committee report of your HEI.

The HEI may please note the following for information and necessary compliance:

### I. **For recognized programmes:**

- The recognition period shall start from academic year 2023-24 academic session beginning July-August, 2023 and onwards
- The Higher Educational Institution shall comply with all the provisions of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments while offering the programmes in ODL and /or Online mode.
- The last date for completion of the admission process to offer programmes in ODL and/or Online mode for academic session July-August, 2023 is **30<sup>th</sup> September, 2023**. Accordingly, HEIs

shall upload the admission details on UGC DEB web portal by **15<sup>th</sup> October, 2023.**

**II. For not recognized programmes:**

- The Higher Educational Institution may prefer an appeal to the Commission if any, as per Regulation 6 of Part-II of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. Every appeal made under these regulations shall be accompanied by a copy of the order appealed against along with a fee of Rs. 10,000/- per programme. This amount should be paid through payment gateway on DEB web portal deposited within a period of 30 days from the date of this communication.
- The appeal along with the documentary evidence shall be uploaded on UGC-DEB portal at the following link: <http://deb.ugc.ac.in/proposal/login> within a period of 30 days from the date of receipt of this communication.
- Appeals submitted after expiry of 30 days from the date of issue of this communication will not be entertained, under any circumstance.

**III. Provisions stipulated under Regulations 5 (7) of UGC (Open and Distance Learning Programme and Online Learning Programme) Regulations, 2020, states that:**

*“No Higher Educational Institution shall offer any Open and Distance Learning Programme and/or Online Programme and admit learners thereto unless it has been granted recognition by the Commission and admission shall not be made in anticipation of the recognition.”*

Note: The Commission Order detailing Recognized (Recommended) and Not Recognized (Not Recommended) programmes will be communicated in due course of time

This is for your information and necessary action.

This issues with the approval of Competent Authority.

Thanks and Regards,

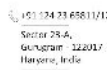
UGC (DEB)

For technical support write to: [odl.ugc@infnlibnet.ac.in](mailto:odl.ugc@infnlibnet.ac.in)

**Thanks and Regards,  
UGC (DEB)**

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Regards  
Cmde. Diwakar Tomar NM (Retd.)  
Registrar  
[Diwaktomar@ncuindia.edu](mailto:Diwaktomar@ncuindia.edu)  
The Northcap University



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**2 attachments**

**UGC\_20230828150608\_1.pdf**  
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**UGC\_20230828150608\_2.pdf**  
592K