	THE NORTHCAP UNIVERSITY	REVIEW DATE:
	Vth Meeting of Centre for Internal Quality Assurance (CIQA)	Page 1 of 3

From: Member Secretary-CIQA

To: **All Concerned Members of CIQA**

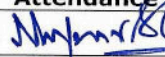
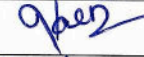
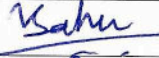

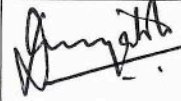

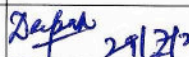
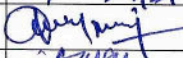
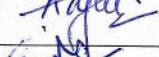

CC: Hon'ble GB, Secretarial, Director CDOE,

VC Office, Registrar Office

Date: 2 Dec 2024

CIQA/MOM/Dec/2024/01

The **Vth meeting of Centre for Internal Quality Assurance (CIQA)** committee was held in the **Online mode** on **2nd December 2024** (Monday) at **11:30 A.M.** The following members attended the meeting:

S. No.	Name	Representing	Designation	Attendance
1	Prof. Nupur Prakash	Vice Chancellor, NCU	Chairperson	
2	Prof. Sharda Vashisth	Sr. Teacher of Higher Education & Dy. Dean IRO	Member	
3	Dr. Vaishali Sahu	Sr. Teacher of Higher Education & Dy. Director, IQAC	Member	
4	Dr. Deergha Sharma (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	Attended Online
7	Ms. Kirti Singhal, CF&AO, NCU	Officials from the Administration and Finance departments of the Higher Educational Institution	Member	
8	Mr. Deepak Satyarthi, Dy. Registrar, CDOE	Member from CDOE	Member	 29/12/24
9	Ms. Kiran Mrig	Controller of Examination	Invitee	
10	Prof. Anjali Garg	Director CDOE	Member	
11	Dr. Satnam Singh	Director CIQA	Member Secretary	 21/12/24

Dr. Satnam Singh, Member-Secretary CIQA, welcomed all the committee members and briefed the external experts on NCU's schools and the UGC DEB approval to offer two online programmes.

The main agenda points and minutes of the Vth CIQA meeting are as follows:

Item No.1: **Confirmation of previous Minutes**

The Member Secretary confirmed the minutes of the 4th meeting held on 18th April 2024, noting successful follow-up on:

- Quality check and IV Quadrant approach used for course delivery as per UGC-DEB regulations.
- Swayam platform for course delivery in OL programmes.
- Feedback data collection mechanism for OL programmes.

Item No.2: Review and Progress Update on Ongoing Online Programmes under CDOE

Prof. Anjali Garg, Director–CDOE, updated the Committee on the status of the two active undergraduate online programmes (BBA and B. Com), both compliant with UGC-DEB norms. As of November 2024, the programmes saw **14 enrolments with positive feedback and no withdrawals (Annexure-1)**. The Committee noted that course delivery is being maintained in line with the academic calendar, and all modules are on track in terms of Quality check for Semesters I, II and III. She informed the committee that rounds of quality checks will be done for all the courses of semester 1-3 before uploading on Swayam platform (**Annexure-2&2A**). Suggestions were made to strengthen branding and outreach, especially via digital campaigns and university-hosted webinars.

Director CIQA assured all the committee members regarding the quality of developed study materials and follow the guidelines of UGC-DEB.

Item No.3: Revisions and Additions to the Elective Basket

Prof. Garg presented the proposed revisions and additions to the elective course basket for Semesters V and VI of BBA and B.Com. Programmes. The additions included specialized electives aligned with industry relevance and NEP 2020 (**Annexure-3**). The Committee stressed that future electives should be market-responsive and incorporate skill-building elements to which Prof. Garg shared that CDOE, NCU is offering three tracks to the students viz a viz HR, Finance and Marketing, to cater the industry demand and to match the interest level of the students.

Item No.4: Discussion on Data Visibility Issues on the SWAYAM Platform

It was brought to the Committee's attention that uploading, downloading and reading process has a constraint on Swayam when it comes to heavy data. Director CDOE also shared that in few instances, many courses uploaded on Swayam was not visible to the students during running semesters which hampered the studies of the students. She informed that though the faculty shared the content with the students, this practice is challenging for both students and faculty members. She further informed CIQA that the matter was resolved by the Swayam officials and assured that such situation will not happen in future.

Item No.5: Presentation and Discussion on the Academic Calendar

The draft of Academic Calendar for Jan 2025 session (Even semester AY 2025-26) was presented by the Director-CDOE (**Annexure-4**). It outlined the schedule for admissions, live sessions, assessments, examination and result declaration for the upcoming semester. External experts appreciated the structured format and congratulated CDOE team for streamlining the processes. It was informed by Director CDOE that the calendar once approved will be published on NCU online website and the same procedure will be followed each semester.

The meeting concluded with closing remarks from the Chairperson, who appreciated the CIQA and CDOE team's efforts and encouraged data-backed planning for future expansions in Online Learning programmes.



Dr. Satnam Singh

Director CIQA and Member Secretary

Approved By:



Prof. (Dr.) Nupur Prakash,
(Vice Chancellor, NCU and Chairperson CIQA)

ANNEXURE-1



Student Distribution – Online Programmes (BBA and B.Com)


Admissions are taken in every semester

Programme	2nd Semester (July 2024 batch)	3rd Semester (Jan 2024 batch)	Total
BBA	9	1	10
B.Com	4	0	4
Total	13	1	14

Current student enrolment: 14



NCU-FRM-37

	INTER OFFICE MEMO/NOTICE Quality Assurance Committee-CDOE Agenda of the Meeting	Review Date:
		Sheet 1 of 2

From: CDOE
 Date: Dec 01, 2024

To: All concerned members of QAC
 CC: Hon'ble GB, Secretarial, VC Office

Proposed Agenda for Internal Quality Check – OL Courses (Round 1)-Dec 2024

Objective of the Meeting:

To conduct the first round of internal quality check for the Online Learning (OL) courses scheduled for delivery in the upcoming academic semester, and ensure alignment with academic standards, CLOs, and LMS readiness.

Agenda Points:

1. Review of OL Courses – Semester I (17 December 2024):

- Verification of course content, videos, assessments
- Alignment with Course Learning Outcomes (CLOs)
- Identification of any gaps or areas for improvement
- Faculty reassignment for Community Service-I

2. Review of OL Courses – Semester II (18 December 2024):

- Evaluation of content quality and student engagement components
- Checking of LMS upload status and formatting corrections
- Updates on newly assigned courses

3. Evaluation of New OL Course – Semester II/III (19 December 2024):

- *Principles of Economics* – Review of instructional design and CLO mapping

4. Review of OL Courses – Semester III (20–21 December 2024):

- Assessment of completed course modules (Income Tax, E-Commerce, Banking)
- Finalization of pending faculty assignment (Marketing Management)
- Postponement of Organizational Behaviour to July 2025
- Confirmation of faculty reassignment for Community Service-II

5. Planning for Round 2 of Quality Check in January 2025:

- Timeline for corrections and re-upload

- Follow-up schedule and review committee responsibilities

Expected Outcome:

To finalize the status of all OL courses under BBA/B. Com (Online) programme for upcoming delivery, with actionable corrections noted and responsibilities assigned.




Prepared By:

Internal OL Quality Review Team

CDOE

The NorthCap University

NCU-FRM-37

	INTER OFFICE MEMO/NOTICE Quality Assurance Committee-CDOE Minutes of the Meeting	Review Date:
		Sheet 1 of 2

From: CDOE
 Date: Dec 21, 2024

To: All concerned members of QAC
 CC: Hon'ble GB, Secretarial, VC Office

First Round of Quality Check for Online Learning Courses – December 2024

A series of internal meetings were conducted from 17th to 21st December 2024 to perform the first round of Quality Check for the Online Learning (OL) Courses offered by the Department of Business studies, CDOE, NCU under the BBA/B. Com (Online) programme. The Quality Check was focused on evaluating course content readiness, learning objectives, outcome alignment, content quality, and LMS integration.

Attendance: All the Faculty teaching semester-I, II and III attended the meeting

Key Points Discussed & Finalized

1. Semester I Courses (17 December 2024 – 12:45 PM onwards):

- All courses under Semester I were reviewed for content accuracy, completeness, alignment with CLOs, and presence of active learning components.
- Community Service-I required new faculty allocation due to the exit of the previously assigned member.
- Minor improvements suggested in terms of readability and interactivity of modules.

2. Semester II Courses (18 December 2024 – 12:45 PM onwards):

- All existing courses were reviewed for LMS module updates, assessment design, and content-video synchronization.
- General Proficiency-I and Legal Aspects of Business required minor formatting corrections in PDFs and video transcripts.

3. New Courses for Semester II and III (19 December 2024 – 12:45 PM onwards):

- The newly introduced course, *Principles of Economics*, was evaluated for content richness and ease of student navigation.
- Required alignment with recently updated CLOs.

4. Semester III Courses (20–21 December 2024):

- *Income Tax*, *E-Commerce*, and *Fundamentals of Banking* were thoroughly reviewed and found complete in terms of content and platform integration.

- *Marketing Management* required finalization of course faculty and minor edits in the content flow.
- *Organizational Behaviour* was postponed to July 2025 as per program scheduling.
- *Community Service-II* was reassigned to a new faculty due to recent staff changes.

Action Points

- All suggested corrections and reassignments to be implemented before the final Quality Check Round 2 scheduled in January 2025.
- Course files and LMS modules to be re-uploaded where necessary, ensuring all CLOs are mapped and content quality is assured.
- A follow-up review will confirm readiness for launch in the upcoming semester.




Prepared By:

Internal OL Quality Review Team

CDOE

The NorthCap University

Specialised Elective Courses List for BBA and B.Com					
		Semester-5	BBA		
	Code	Course name	credits		
1	ODM3001	Business Policy and Strategic Management	4	Core	
2	ODM3029	Consumer Behaviour	4	Core	
3	ODM3003	Community Service-III	3		
4	ODM-3012	Introduction to Financial Institutions a	3	Core	
5	ODM-3009	Behavioural and Personal Finance	3	PE1	Finance
6	ODM-3015	Recruitment and Selection	3	PE1	HR
7	ODM-3023	Sales and Distribution	3	PE1	Marketing
8	ODM-3011	Security Analysis and Portfolio Manag	3	PE2	Finance
9	ODM-3016	Performance and Competency Manag	3	PE2	HR
10	ODM-3024	Marketing of Services	3	PE2	Marketing
			20		
		Semester-5	B.Com.		
	Code	Course name	credits		
1	ODM3001	Business Policy and Strategic Mana	4	Core	
2	ODM-3008	Fundamentals of Auditing	4	Core	
3	ODM-3012	Introduction to Financial Institution	3	Core	
4	ODM3003	Community Service-III	3		
5	ODM-3009	Behavioural and Personal Finance	3	PE1	Finance
6	ODM-3015	Recruitment and Selection	3	PE1	HR
7	ODM-3023	Sales and Distribution	3	PE1	Marketing
8	ODM-3011	Security Analysis and Portfolio Man	3	PE2	Finance
9	ODM-3016	Performance and Competency Man	3	PE2	HR
10	ODM-3024	Marketing of Services	3	PE2	Marketing
			20		
		Semester-6	BBA		
	Code	Course name	credits		
1	ODM-3021	Leadership	3	Core	
2	ODM-3013	Management of Financial Services	3	PE3	Finance
3	ODM-3017	Employee Training and Developmer	3	PE3	HR
4	ODM-3025	Retail management	3	PE3	Marketing
5	ODM-3014	Money and Banking	3	PE4	Finance
6	ODM-3018	Compensation and Reward Manage	3	PE4	HR
7	ODM-3026	Integrated Marketing Communicatio	3	PE4	Marketing
8	ODM-3006	GP-III	3		
9	ODM-3002	Comprehensive Viva Voce	4		
10	ODM-3004	Major project	4		
			20		
		Semester-6	B.Com.		
	Code	Course name	credits		
1	ODM-3005	Microfinance	3	Core	
2	ODM-3013	Management of Financial Services	3	PE3	Finance
3	ODM-3017	Employee Training and Developmer	3	PE3	HR
4	ODM-3025	Retail management	3	PE3	Marketing
5	ODM-3028	Financial Planning & Decision Makin	3	PE4	Finance
6	ODM-3032	AI in HRM	3	PE4	HR
7	ODM-3034	Advertisement & Sales Promotion	3	PE4	Marketing
8	ODM-3006	GP-III	3		
9	ODM-3002	Comprehensive Viva Voce	4		
10	ODM-3004	Major project	4		
			20		

 Centre for Distance and Online Education	THE NORTHCAP UNIVERSITY	REVIEW DATE:
	Inter-Office Memo	

From: **Director CDOE**To: **Website**Date: **23 Jan. 2025****CDOE/IOM/001/2025****Academic Calendar for Even Semester of the Academic Year 2024-2025****GENERAL ACADEMIC CALENDAR FOR OL PROGRAMMES SESSION 2024-25**

THE NORTHCAP UNIVERSITY
Centre for Distance and Online Education (CDOE)

*Subject to change as per UGC/Govt. of Haryana Guidelines


For First Semester

Sr. No.	DETAILS	FROM	TO
1.	Admission in OL Programs (BBA/BCOM)	1 Jan to 31 March 2025	
2.	Last Date of Fee Submission (Jan – June 2025)	31 March 2025	
3.	Commencement of Classes (Jan – June 2025)	1 April 2025	
4.	Student Induction Program	5 April 2025	
5.	Contact Programs (Counseling, Practical etc.)	1 April 2025	30 June 2025
6.	Assignment Submissions and Evaluations (if any)	1 April 2025	30 June 2025
7.	Preparatory Leave	1 July 2025	9 July 2025
8.	Examination	10 July 2025	23 July 2025
9.	Last Date of Fee Submission (July – Dec.2025)	30 June 2025	
10.	Declaration of Results	29 July 2025	
11.	Enrollment for next semester	30 July 2025	
12.	Commencement of classes (Odd semester 2025-26)	1 August 2025	

Except First Semester

Sr. No.	DETAILS	FROM	TO
1.	Enrollment for Feb – June 2025	29 Jan. 2025	
2.	Last Date of Fee Submission (Feb – June 2025)	26 Jan. 2025	
3.	Commencement of Classes (Feb – June 2025)	1 Feb. 2025	
4.	Contact Programs (Counseling, Practical etc.)	1 Feb. 2025	30 April 2025
5.	Assignment Submissions and Evaluations (if any)	1 Feb. 2025	30 April 2025
6.	Preparatory Leave	1 May 2025	16 May 2025
7.	Examination	17 May 2025	31 May 2025
8.	Declaration of Results	11 June 2025	
9.	Last Date of Fee Submission (July – Dec.2025)	30 June 2025	
10.	Enrollment for next semester (July – Dec.2025)	28 - 30 July 2025	
11.	Commencement of classes (Odd semester 2025-26)	1 August 2025	

LIST OF HOLIDAYS		
Events	Date	No. of Days
Republic Day	26 Jan 2025 (Sunday)	1
Maha Shivratri	26 Feb 2025 (Wednesday)	1
Holi	13 March (Thursday) to 15 March 2025 (Saturday)	3
Id Ul Fitr	31 March 2025 (Monday)	1
Good Friday	18 April 2025 (Friday)	1
TOTAL		07

Approved by

 Director - CDOE, The NorthCap University Gurugram

Expiry Date: 31.08.2025