

## NOTIFICATION

The decisions taken in the first meeting of the Centre for Internal Quality Assurance held on **March 05, 2024** are being notified for the information of all concerned.

### Centre for Internal Quality Assurance:

The Director – Centre for Distance and Online Education (henceforth CDOE) informed about the programs to be offered in the Open & Distance Learning (henceforth ODL) & Online Learning (henceforth OL) Modes as well as the programs to be offered in the OL Mode and presented the Program Project Reports (PPRs) of the programs to be offered in ODL and OL modes. Identified and nominated faculty members as Authors, Editors and Reviewers for all the Self Learning Materials that need to be developed. Instructed regarding preparation of the Schemes of Study (SoS), Syllabi, and e-Learning Materials (as approved by the Board of Studies) related to the Open & Distance Learning Programs to be offered from the Academic Session 2024-25. Discussed, identified and instructed faculty members to prepare video lectures for all the Online programs. Informed about the proposed fees for all the ODL and OL programs. Informed about formation of Course Design Committee. Informed about the upcoming training session to be arranged for the faculty and administrative members for enabling them towards how to prepare SLMs, Schemes of Study, videos, e-Learning Materials.

The necessary action be taken accordingly by all concerned.



**Dr. Arvind Kumar Pandey**  
Director

Centre for Distance & Online Education  
**Dr. Arvind Kumar Pandey**  
Director, ODL-OL  
Centre for Distance and Online Education (CDOE)  
**ARKA JAIN University, Jharkhand**

Copy to:

1. Vice Chancellor
2. Registrar
3. All Concerned
4. File

**MINUTES OF THE FIRST MEETING OF  
CENTRE FOR INTERNAL QUALITY ASSURANCE**

The first Meeting of **Centre for Internal Quality Assurance** was held on **March 05, 2024** at 11.30 AM at ARKA JAIN University in the Chairmanship of Prof. (Dr.) Easwaran Iyer, Vice-Chancellor.

The following members were present in the meeting:

<b>Sl. No.</b>	<b>Member Name</b>	<b>Designation</b>
1	Prof. (Dr.) Easwaran Iyer, Vice-Chancellor	Chairperson
2	Prof. (Dr.) Angad Tiwary, Professor, SCoM	Member
3	Dr. Urvashi Thakur, Associate Professor, Head-MBA, SCoM	Member
4	Dr. Pompi Das Sengupta, Associate Professor, Asst. Dean, SCoM	Member
5	Dr. Dhimant Ganatra, Professor, JAIN (Deemed-to-be University), Bengaluru	External Member
6	Mr. Vishal Petkar, Director – Wish 2 Skill LLP, Bengaluru	External Member
7	Dr. Amit Kumar Shrivastav, Registrar	Member
8	Mrs. Richa Garg, Finance	Member
9	Dr. Arvind Kumar Pandey, Director, CDOE	Member Secretary

information about the programs, admission processes, and quality assurance measures is readily available to students and stakeholders.

7. **Innovation:** To promote innovation and explore new approaches to ODL and OL, leveraging technology and best practices to enhance the learning experience.
8. **Collaboration:** To collaborate with other departments and institutions to ensure that the ODL and OL programs are aligned with the university's overall academic goals and contribute to its reputation.

By achieving these objectives, CIQA would play a vital role in ensuring the success and credibility of ARKA JAIN University's ODL and OL programs.

### **1.2 To discuss with the members of the Centre about which all programs could be offered in the Open & Distance Learning (henceforth ODL) and Online Learning (henceforth OL) Modes**

The Director-CDOE discussed with the members of the Centre regarding which all programs could be offered in the ODL and OL Modes by the Centre for Distance and Online Education for the 2024-25 session. He invited the members to share their insights in this regard.

**Resolution:** Based on the discussion, the members agreed upon offering the following programs in ODL and OL modes for the session 2024-25:

#### **ODL & OL Mode:**

1. Master of Business Administration (MBA)
2. Bachelor of Business Administration (BBA)

#### **OL Mode:**

1. Master of Computer Application (MCA)
2. Bachelor of Computer Application (BCA)

So, in effect, it was decided that MBA and BBA programs are to be offered in both ODL and OL modes and MCA and BCA programs are to be offered in the OL mode for the session 2024-25.

### **1.3 To present the Program Project Reports (PPRs) of the programs to be offered in ODL and OL modes**

The Director-CDOE presented the Program Project Reports (PPRs) of the programs MBA and BBA (to be offered in both ODL & OL Modes) and of the programs MCA and BCA (to be offered in OL Mode) for the consideration of the members of the Centre.

Sl. No.	Program Name	Semester	Subject Name	Author & Editor	Reviewer
9	BBA	II	Business Management	Mr. Somaditya Majumdar, Asst. Professor, Dept. of Management	Dr. Nikita Shukla Asst. Professor, Dept. of Management
10	BBA	II	Business Economics	Dr. Pompe Das Sengupta, Associate Professor, Dept. of Management	Ms. Seema Das, Asst. Professor, Dept. of Management
11	BBA	II	Communicative English	Dr. Manoj Kumar Pathak, Associate Professor, Dept. of English	Ms. Shahin Fatima, Asst. Professor, Dept. of English
12	BBA	II	Indian Knowledge System – I	Ms. Shahin Fatima, Asst. Professor, Dept. of English	Dr. Manoj Kumar Pathak, Associate Professor, Dept. of English
13	BBA	III	Managerial Finance	Mr. Chanchal Mandal, Asst. Professor, Dept. of Management	Dr. Sonia Riyat, Associate Professor, Dept. of Management
14	BBA	III	Marketing Management	Dr. Charu Wadhwa, Associate Professor, Dept. of Management	Mr. Mukul Pandey, Asst. Professor, Dept. of Management
15	BBA	III	Business Ethics and Negotiation skills	Dr. Pompe Das Sengupta, Associate Professor, Dept. of Management	Dr. Rama Singh, Asst. Professor, Dept. of Management
16	BBA	III	Personality Development and Leadership Skills	Dr. Subrato Dey, Asst. Professor, Dept. of Management	Ms. Ankita Singh, Asst. Professor, Dept. of Management
17	BBA	III	Research Methodology	Mr. Abhishek Upadhyay, Asst. Professor, Dept. of Management	Ms. Shashi Pathak, Asst. Professor, Dept. of Management
18	BBA	III	Environmental Science	Mr. Arindam Mondal, Asst. Professor, Dept. of Management	Ms. Suman Kumari, Asst. Professor, Dept. of Management
19	BBA	IV	Entrepreneurship	Mr. Mukul Pandey, Asst. Professor, Dept. of Management	Dr. Pompe Das Sengupta, Associate Professor, Dept. of Management
20	BBA	IV	Operations Management	Dr. Vishakha Joseph, Asst. Professor, Dept. of Management	Mr. Abhishek Upadhyay, Asst. Professor, Dept. of Management
21	BBA	IV	Advanced Financial Management - Finance Paper	Mr. Ranjan Kumar, Asst. Professor, Dept. of Management	Mr. Atul Kumar Pathak, Asst. Professor, Dept. of Management
22	BBA	IV	Behavioural Finance - Finance Paper	Mr. Atul Kumar Pathak, Asst. Professor, Dept. of Management	Mr. Nishant Kumar Asst. Professor, Dept. of Management
23	BBA	IV	Training & Development - HR Paper	Ms. Ankita Singh, Asst. Professor, Dept. of Management	Dr. Urvashi Thakur, Associate Professor, Dept. of Management

Sl. No.	Program Name	Semester	Subject Name	Author & Editor	Reviewer
37	MBA	II	Corporate Law	Mr. Ranjan Kumar, Asst. Professor, Dept. of Management	Mr. Chanchal Mandal, Asst. Professor, Dept. of Management
38	MBA	II	Business Analytics	Dr. Nikita Shukla Asst. Professor, Dept. of Management	Dr. Pramod Kumar Singh Asst. Professor, Dept. of Management
39	BCA	I	English	Dr. Manoj Kumar Pathak, Associate Professor, Dept. of English	Ms. Shahin Fatima, Asst. Professor, Dept. of English
40	BCA	I	Fundamentals of Mathematics	Ms. Sneha Kashyap, Assistant Professor, Dept. of CS&IT	Dr. Arun Kumar Marandi, Associate Professor, Dept. of CS&IT
41	BCA	I	Computer Fundamentals and Organization	Mr. Akash Bhagat, Assistant Professor, Dept. Of CS& IT	Dr. Arun Kumar Marandi, Associate Professor, Dept. of CS&IT
42	BCA	I	Fundamentals of Digital Computers	Ms. Divya Paikaray, Assistant Professor, Dept. of CS&IT	Dr. Arvind Kumar Pandey, Associate Professor, Dept. of CS&IT
43	BCA	I	Programming in C	Mr. Akash Bhagat, Assistant Professor, Dept. Of CS& IT	Ms. Divya Paikaray, Assistant Professor, Dept. of CS&IT
44	BCA	I	Quantitative Techniques for Management	Dr. Arun Kumar Marandi, Associate Professor, Dept. of CS&IT	Dr. Arvind Kumar Pandey, Associate Professor, Dept. of CS&IT
45	BCA	II	Object Oriented Programming In C	Mr. Akash Bhagat, Assistant Professor, Dept. Of CS& IT	Mr. Debanjan Ghosh, Assistant Professor, Dept. of CS&IT
46	BCA	II	Data Structures	Mr. Astik Kumar Pradhan, Assistant Professor, Dept. of CS&IT	Mr. Akash Bhagat, Assistant Professor, Dept. Of CS& IT
47	BCA	II	Operating System	Ms. Divya Paikaray, Assistant Professor, Dept. of CS&IT	Ms. Sweta Kumari Barnwal, Assistant Professor, Dept. of CS&IT
48	BCA	II	Computer Networks	Mr. Debanjan Ghosh, Assistant Professor, Dept. of CS&IT	Mr. Shailendra Kumar Sinha, Assistant Professor, Dept. of CS&IT
49	BCA	II	Indian Knowledge System	Ms. Shahin Fatima, Assistant Professor, Dept. of English	Dr. Arun Kumar Marandi, Associate Professor, Dept. of CS&IT

Sl. No.	Program Name	Semester	Subject Name	Author & Editor	Reviewer
61	MCA	I	Operating Systems	Mr. Astik Kumar Pradhan, Assistant Professor, Dept. of CS&IT	Mr. Shailendra Kumar Sinha, Assistant Professor, Dept. of CS&IT
62	MCA	II	Advanced Database System	Dr. Arun Kumar Marandi, Associate Professor, Dept. of CS&IT	Ms. Sweta Kumari Barnwal, Assistant Professor, Dept. of CS&IT
63	MCA	II	Design and Analysis Of Algorithms	Mr. Akash Bhagat, Assistant Professor, Dept. Of CS& IT	Mr. Vishal Vimal, Assistant Professor, Dept. of CS&IT
64	MCA	II	Java Programming	Ms. Divya Paikaray, Assistant Professor, Dept. of CS&IT	Mr. Astik Kumar Pradhan, Assistant Professor, Dept. of CS&IT
65	MCA	II	Computer Organization and Architecture	Dr. Arun Kumar Marandi, Associate Professor, Dept. of CS&IT	Mr. Akash Bhagat, Assistant Professor, Dept. Of CS& IT
66	MCA	II	Cyber Security, Laws and Ethics	Mr. Akash Bhagat, Assistant Professor, Dept. Of CS& IT	Dr. Arvind Kumar Pandey, Associate Professor, Dept. of CS&IT
67	MCA	II	Web Technologies	Ms. Divya Paikaray, Assistant Professor, Dept. of CS&IT	Dr. Arun Kumar Marandi, Associate Professor, Dept. of CS&IT

**Resolution:** Based on the discussion, all the members resolved and approved the names of the faculty members for preparation of Self-Learning Materials (SLMs) and e-Learning Materials.

**1.5 To discuss, identify and instruct the preparation of video lectures by faculty members for all the proposed OL programs**

The Director-CDOE discussed about, identified and instructed faculty members of School of Commerce & Management and School of Engineering & IT, to prepare video lectures for all the proposed online programs, namely, MBA, BBA, MCA and BCA.

In this regard, the Director-CDOE instructed the selected faculty members from both the schools to follow the guidelines of UGC and other applicable statutory bodies.

Identified faculty members were instructed to prepare video lectures of 20 hours of each subject.

Name of the Faculty Member	School	Name of the Faculty Member	School
Mukul Pandey	School of Commerce & Management	Sushil Hasa	School of Engineering & IT
Nishant Kumar	School of Commerce & Management	Sweta Kumari Barnwal	School of Engineering & IT
Ranjan Kumar	School of Commerce & Management		
Ratan Kumar Singh	School of Commerce & Management		
Seema Das	School of Commerce & Management		
Somaditya Majumdar	School of Commerce & Management		
Sudeshna Sarkar	School of Commerce & Management		
Dr. Vishakha Joseph	School of Commerce & Management		

**Resolution:** Based on the discussion, all the members resolved and approved names of faculty members for video lectures preparation.

### **1.6 To inform the members of the Centre about Constitution of Video Content Review Committee**

The Director-CDOE informed the members of the Centre about the constitution of a Video Content Review Committee to check the content of the videos as to whether it is as per the syllabus and course content of that particular course and programme thus ensuring correctness of the videos. Also, to check the user-friendliness of the video thus ensuring that the learners don't face any difficulty in terms of understanding while going through the video.

Name of the Reviewer	School	Name of the Reviewer	School
Prof. (Dr.) Angad Tiwary	School of Commerce & Management	Dr Arvind Kumar Pandey	School of Engineering & IT
Dr. Jasbir Singh Dhanjal	School of Commerce & Management	Dr Arun Marandi	School of Engineering & IT
Dr. Pompidas Sengupta	School of Commerce & Management	Dr Amit Prakash Sen	School of Engineering & IT
Dr. Sonia Riyat	School of Commerce & Management	Dr Nidhi Dua	School of Engineering & IT

**1.9 To inform the members about the equivalence of ODL - MBA and BBA programs with the regular MBA and BBA programs**

The Director-CDOE informed the members of the Centre that the ODL and OL MBA and BBA programs being offered by the Centre are equivalent to the regular MBA and BBA programs. Further, he informed that all four management programs (ODL MBA, OL MBA, ODL BBA, OL BBA) have been designed in a manner that they follow the 70:30 break-up (seventy percent weightage to end-term examinations and thirty percent weightage to continuous internal assessment).

**1.10 To inform the members about the formation of Course Design Committee**

The Director-CDOE informed the members of the Center that a Course Design Committee has been formed to review all the courses designed for the ODL MBA, BBA programs.

The details of the committee and reviewers were proposed are as follows:

Name	Designation	Department
Prof. (Dr.) Angad Tiwari	Professor	Department of Management
Dr. Pompidas Sengupta	Associate Professor	
Dr. Urvashi Thakur	Associate Professor	
Ms. Sudeshna Sarkar	Assistant Professor	
Dr. Vijayata	Assistant Professor	
Dr. Vishakha Joseph	Assistant Professor	
Mr. Mukul Pandey	Assistant Professor	
Dr. Nikita Shukla	Assistant Professor	
Dr. Subrato Dey	Assistant Professor	
Mr. Abhishek Upadhyay	Assistant Professor	
Ms. Ankita Singh	Assistant Professor	

**Resolution:** Based on the discussion, all the members resolved and approved the constitution of the Course Design Committee and recommended for ratification by the Academic Council.

8. **Feedback Mechanism:**
  - Real-time feedback sessions and peer review for improving the quality of outputs during the training.
9. **Resource Materials:**
  - Provide templates, style guides, and examples of high-quality SLMs, eLMs, SoS, syllabi, and videos as references.
10. **Evaluation and Follow-Up:**
  - Conduct post-training evaluations to measure learning outcomes and provide additional support where needed.


#### **Key Features of the Training Program:**

- **Practical Orientation:** Focus on practical application of knowledge and skills.
- **Industry Relevance:** Align the training content with industry standards and best practices.
- **Modular Approach:** Organize sessions into clearly defined modules for focused learning (e.g., Writing SLMs, Designing eLMs, Creating Videos).
- **Role-Specific Training:** Tailored training for different roles, such as writers, editors, and multimedia developers
- **Blended Learning:** Combine face-to-face training with online learning to maximize flexibility.
- **Collaborative Learning:** Encourage peer-to-peer learning and knowledge sharing.
- **Time Management Skills:** Train staff on planning and managing time for developing comprehensive materials efficiently.
- **Certification:** Provide certificates of completion to motivate staff and acknowledge their efforts.
- **Continuous Improvement:** Regularly evaluate the training program and make necessary adjustments.

#### **1.13 To organize Training Programs as per the points mentioned by Director-CDOE for CDOE Staff**

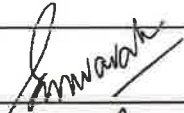
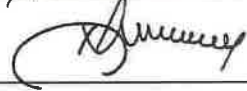




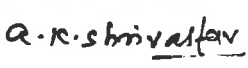

The Chairperson took note of the points mentioned by Director-CDOE with regard to conducting the training programmes for the faculty and administrative members and instructed the Director-CDOE to conduct the trainings at the earliest so as to familiarize faculty members with such aspects like preparation of Self-Learning Materials, video lectures, and administrative staff with the latest tools and technologies for creating multimedia content, etc.

The Meeting ended with a vote of thanks to the Chair.

  
**Dr. Arvind Kumar Pandey**  
Director  
Centre for Distance & Online Education  
**Dr. Arvind Kumar Pandey**  
Director, ODL-OL  
Centre for Distance and Online Education (CDOE)  
ARKA JAIN University, Jharkhand



**CONFIRMATION OF MINUTES OF MEETING OF THE 1<sup>st</sup> MEETING  
OF CENTRE FOR INTERNAL QUALITY ASSURANCE HELD ON  
05.03.2024 AT AJU CAMPUS, GAMHARIA**

Sl. No	Name	Signature
1	Prof. (Dr.) Easwaran Iyer	
2	Prof. (Dr.) Angad Tiwary	
3	Dr. Urvashi Thakur	
4	Dr. Pompe Das Sengupta	
5	Dr. Dhimant Ganatra	
6	Mr. Vishal Petkar	
7	Dr. Amit Kumar Shrivastav	
8	Mrs. Richa Garg	
9	Dr. Arvind Kumar Pandey	