



ARKA JAIN
University
NAAC GRADE A ACCREDITED UNIVERSITY

**CENTRE FOR
DISTANCE AND
ONLINE EDUCATION**

NOTIFICATION

The decisions taken in the fourth meeting of the Centre for Internal Quality Assurance held on **October 20, 2024** are being notified for the information of all concerned.

Centre for Internal Quality Assurance:

Members of the Centre for Internal Quality Assurance reviewed the video lectures as prepared for the Online B Com program. Reviewed the Scheme of Study (SoS), Syllabus (as approved by the Board of Studies), and e-Learning Material related to the Online B Com Program to be offered from the Academic Session 2025-26. Discussed the proposed fee and other charges for the Online B Com program. The Director – Centre for Distance and Online Education informed about the proposed mid-stage training session to be arranged for the faculty and administrative members for enabling them towards how to prepare Schemes of Study, videos, e-Learning Materials.

The necessary action be taken accordingly by all concerned.

Arvind Pandey
Dr. Arvind Kumar Pandey
Director

Centre for Distance & Online Education

Copy to:

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

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Director, ODL-OL
Centre for Distance and Online Education (CDOE)
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Dr. Arvind Kumar Pardey
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MINUTES OF THE FOURTH MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE

The Fourth Meeting of the **Centre for Internal Quality Assurance** was held on **October 20, 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:

Sl. No.	Member Name	Designation
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. Pompei 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



PROCEEDINGS:

Before starting the deliberations on the agenda items, the Chairperson, Vice-Chancellor, welcomed all the members to the Fourth CIQA meeting and appreciated the progress made since the last meeting. The Director, CDOE, briefed the members about the progress made with regard to the introduction of online B Com program from session 2025-26 along with discussion on the proposed fee and other charges.

1.1 To present and review the Scheme of Study and Syllabus

The Director-CDOE presented the Scheme of Study and detailed syllabus of Online B Com program as prepared by the Board of Studies, Department of Commerce, School of Commerce and Management. Members of the Centre reviewed the content prepared till date and appreciated the efforts put by the Board of Studies.

Resolution: Resolved to approve and recommended it for ratification by the Academic Council.

1.2 To provide an update on the development, review, and finalization status of e-Learning Material for the program

The status of e-Learning Material development for the program was presented before the members. The material prepared so far was reviewed in terms of content quality, instructional design, and alignment with the syllabus. Constructive feedback was shared for refinement, and members appreciated the progress made.

Resolution: Members resolved to continue work and complete content development within a reasonable time frame.

1.3 To review the progress, quality, and timelines related to the development of subject-wise video lectures for the proposed program

The committee was apprised of the ongoing efforts in the development of video lectures for the proposed program. Faculty members presented a set of sample video lectures showcasing subject-specific content delivery, instructional approach, and technical quality. These samples were reviewed by the members in terms of clarity, alignment with the syllabus, engagement level, and adherence to guidelines prescribed for e-learning content under UGC-DEB norms.



Resolution: Members appreciated the initiative and provided constructive feedback for enhancing content delivery and presentation style. The sample lectures were approved as a baseline for further

1.4 To discuss and plan the conduct of a mid-stage faculty training workshop focused on enhancing digital content development and video editing skills

The Director, Centre for Distance and Online Education (CDOE), proposed the organization of a **mid-stage faculty training workshop** aimed at strengthening faculty proficiency in areas such as **video editing, instructional design, voice modulation, lighting techniques**, and **digital content quality enhancement**. The workshop is intended to support faculty members currently involved in the preparation of video lectures and e-learning materials for the online program. It will serve as a refresher and upskilling opportunity to ensure consistency, engagement, and pedagogical effectiveness across all video content.

1.5 To inform the members of the Centre about the proposed program fee to be charged for the Online B Com program

The Director-CDOE informed the members of the Centre about the proposed program fee to be charged for the Online B Com program as per the following table:

Name of Program	Mode	Proposed Fee (Per Year)	Registration Fee (One-time, at the time of Admission)	Exam Fee (Per Semester)
B Com	OL	₹35,000	₹2,500	₹1,500

Resolution: Based on the discussion, all the members resolved and approved the proposed program fees and recommended the same for ratification by the Academic Council.

1.6 To update about the Course Design Committee's ongoing work

The Director-CDOE updated the members of the Centre that the Course Design Committee continues to work on refining and reviewing course components. The members took note of the same and appreciated the efforts of the Course Design Committee.

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

Arvind Pandey

Dr. Arvind Kumar Pandey
Director

Centre for Distance & Online Education
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**CONFIRMATION OF MINUTES OF MEETING OF THE 4th MEETING
OF CENTRE FOR INTERNAL QUALITY ASSURANCE HELD ON
20.10.2024 AT AJU CAMPUS, GAMHARIA**

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

