



## **NOTIFICATION**

The decisions taken in the fifth meeting of the Centre for Internal Quality Assurance held on **January 19, 2025** are being notified for the information of all concerned.

### **Centre for Internal Quality Assurance:**

Members of the Centre for Internal Quality Assurance approved the video lectures for the Online B Com program. Approved the Scheme of Study (SoS), Syllabus, and e-Learning Material (as approved by the Board of Studies) related to the Online B Com Program to be offered from the Academic Session 2025-26. Discussed about the first orientation-induction program for the Online and ODL programs. The Director – Centre for Distance and Online Education informed about the successful completion of training session arranged for the faculty and administrative members regarding how to prepare Schemes of Study, videos, e-Learning Materials; about the upcoming orientation-cum-induction program planned for the first batch of ODL and Online programs, about the preparation of brochures for the admission in ODL and Online programs.

The necessary action be taken accordingly by all concerned.

*Arvind Pandey*  
**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

DR. Arvind Kumar Purohit  
Director, ODL-OL  
Centre for Distance and Online Education (CDOE)  
ARKA JAIN University, Jharkhand



## **MINUTES OF THE FIFTH MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE**

The Fifth Meeting of the **Centre for Internal Quality Assurance** was held on **January 19, 2025** 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. Pompe 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 Fifth 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 as well as approval of scheme of study, syllabus, e-learning material, videos. Also, discussed took place regarding organizing the first orientation-cum-induction program for the newly admitted students in the ODL and Online programs.

### **1.1 Approval of Video Lectures for Online B. Com Program**

The members of the Centre for Internal Quality Assurance reviewed the video lecture content developed for the Online B. Com Program, scheduled to be launched from the Academic Session 2025–26. The video lectures were presented by the Director, CDOE, and were assessed based on quality, curriculum alignment, and adherence to e-learning standards.

**Resolution:** Members unanimously **approved the video lectures**, appreciating the efforts of the faculty in content delivery, clarity, and production quality. It was advised that the lectures be updated periodically in line with evolving curriculum requirements.

### **1.2 Approval of Scheme of Study (SoS), Syllabus, and e-Learning Material**

The Director, CDOE, presented the final version of the Scheme of Study (SoS), Syllabus, and e-Learning Materials for the Online B. Com Program. These materials had already been vetted and approved by the Board of Studies (Department of Commerce).

**Resolution:** The **SoS, Syllabus, and e-Learning Material** for the Online B. Com Program were **formally approved** by CIQA. Members appreciated the structured approach adopted and recommended uploading the approved documents to the UGC-DEB portal post ratification by the Academic Council and Board of Management.

### **1.3 Discussion on Orientation and Induction Program for ODL and Online Learners**

The committee discussed the planning of the first **Orientation-cum-Induction Program** for the newly admitted students of both ODL (BBA and MBA) and Online MBA Programs. The orientation is intended to familiarize students with academic processes, LMS usage, assessment systems, and support services.





**Resolution:** CIQA endorsed the initiative and advised that the Orientation Program be conducted at the beginning of the academic session with participation from faculty, academic coordinators, and support staff. The event should also include live Q&A sessions and demonstrations on accessing e-learning materials.

#### **1.4 Update on Completed Faculty and Staff Training Sessions**

The Director, CDOE, informed the members about the successful completion of training sessions conducted for faculty and administrative staff. The training focused on the development of **Schemes of Study, video lecture creation, and e-Learning content preparation** for Online and ODL programs.

**Resolution:** Members acknowledged the effective conduct of the training program and recommended that such sessions be institutionalized on an as-is-need-is basis to maintain and improve content development standards.

#### **1.5 Preparation of Brochures for ODL and Online Program Admissions**

The Director, CDOE, updated the committee on the design and development of marketing materials, including **brochures for the upcoming admission cycle** for ODL (BBA and MBA) and Online MBA programs.

**Resolution:** CIQA noted the progress and advised that the brochures be finalized in alignment with UGC-DEB communication norms. The content should clearly highlight program structure, delivery mode, learning resources, and support services.

#### **1.6 To note the ongoing contribution and continued engagement of the Course Design Committee in reviewing and refining academic content**

**Discussion:**

The Director, CDOE, informed the members that the **Course Design Committee** continues to actively engage in the review and enhancement of academic content, including schemes of study, video lectures, and e-learning materials, for both Online and ODL programs. The committee is also ensuring that the materials remain aligned with regulatory standards and pedagogical best practices.

**Resolution:**

Members **acknowledged and appreciated** the sustained efforts of the Course Design Committee and **endorsed the continuation of its work**, encouraging periodic updates to CIQA on progress and improvements.





**ARKA JAIN**  
**University**  
NAAC GRADE A ACCREDITED UNIVERSITY

**CENTRE FOR  
DISTANCE AND  
ONLINE EDUCATION**

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

A handwritten signature in blue ink that reads 'Arvind Pandey'.

**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**

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



**CONFIRMATION OF MINUTES OF MEETING OF THE 5<sup>th</sup> MEETING  
OF CENTRE FOR INTERNAL QUALITY ASSURANCE HELD ON  
19.01.2025 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	
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