



NOTIFICATION

The decisions taken in the sixth meeting of the Centre for Internal Quality Assurance held on **April 25, 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 email to be sent to all those who took or would take admission in ODL and OL programs. To plan post-admission counselling and extended academic orientation for ODL and OL students. The Director – Centre for Distance and Online Education informed about the successful completion of orientation-cum-induction program for the first batch of ODL and Online programs, about the completed brochures for admissions 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 Pandey
Director, OOL-OL
Centre for Distance and Online Education (CDOE)
ARKA JAIN University, Jharkhand



MINUTES OF THE SIXTH MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE

The Sixth Meeting of the **Centre for Internal Quality Assurance** was held on **April 25, 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:

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. 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 Sixth CIQA meeting and appreciated the progress made since the last meeting. The Director, CDOE, briefed the members about the successful completion of the first orientation-cum-induction program for the newly admitted students in the ODL and Online programs as well as the completion of the ODL and Online program brochures.

1.1 To approve the draft email communication highlighting program features to newly admitted ODL and OL students

Discussion:

The committee reviewed the draft of the welcome email prepared for circulation to all newly admitted students of the ODL and Online programs. The email includes key highlights of the program structure, LMS access details, academic calendar, learning support resources, evaluation methods, and contact information for assistance.

Resolution:

The draft email was **approved** by the committee. It was resolved that the email will be **sent immediately after the admission confirmation** to ensure that students are well-informed from the outset of their academic journey.

1.2 To update about the successful completion of the first orientation-cum-induction program held on April 19, 2024

Discussion:

The Director, CDOE, informed the members about the successful organization of the **first orientation-cum-induction program** for the students of Online and ODL programs on **April 19, 2024**. The program included sessions on university overview, LMS navigation, academic expectations, student support services, and interaction with faculty. Further, the Director informed that a total of 13 students have taken admission in the online MBA program, 70 students in ODL MBA program and 6 students in ODL BBA program in the current batch.

Resolution:

CIQA **noted and appreciated** the successful conduct of the orientation program and emphasized the need to institutionalize such programs at the beginning of each academic cycle.



1.3 To plan post-admission counselling and extended academic orientation for ODL and OL students

Discussion:

Members of the Centre emphasized the importance of structured and continuous **post-admission counselling** to address student queries related to learning modes, content access, assessments, and academic support. The objective is to provide reassurance, encourage early engagement, and help students transition smoothly into the ODL/Online learning environment.

Resolution:

It was resolved that the **post-admission counselling sessions** will be organized virtually in small groups and facilitated by program coordinators and support staff. A counselling schedule will be prepared and shared with all the newly admitted students.

1.4 To take note of the brochures prepared for ODL and Online program admissions

Discussion:

The committee was presented with the final versions of the **brochures prepared for admissions** to Online and ODL programs. The brochures include key information on program offerings, eligibility, delivery mode, fee structure, learning resources, and student support services.

Resolution:

Members **reviewed and approved** the brochure content and design. It was recommended that the brochures be circulated digitally and uploaded to the ODL and Online program websites as well as on other promotional platforms for wider reach.

1.5 To outline structured feedback collection and program review mechanisms post-launch of Online and ODL Programs

Discussion:

The members of CIQA discussed the importance of establishing a structured system for collecting **student feedback** and conducting **periodic program reviews** after the launch of the Online and ODL programs. It was agreed that feedback mechanisms should be implemented through the Learning Management System (LMS) and other digital platforms to assess course delivery, content effectiveness, student satisfaction, and support services. These inputs will be crucial for continuous improvement of the programs.

Resolution:

The proposal was **approved**. CIQA will oversee the feedback process and ensure that review outcomes are shared with relevant departments for necessary action.



1.6 To continue and strengthen faculty development initiatives through structured training and refresher programs

Discussion:

Members emphasized the need for **continuous professional development** of faculty members involved in Online and ODL course delivery. It was suggested as-is-when-need-is **training workshops and refresher sessions** be organized to keep faculty members updated on instructional design, digital teaching tools, evaluation methods, and best practices in online pedagogy.

Resolution:

The suggestion was **approved**, and CIQA will coordinate with CDOE to ensure the regular scheduling and effective delivery of faculty development programs.

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

Dr. Arvind Kumar Pandey
Director

Centre for Distance & Online Education

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Director, ODL-OL

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**CONFIRMATION OF MINUTES OF MEETING OF THE 6th MEETING OF
CENTRE FOR INTERNAL QUALITY ASSURANCE HELD ON
25.04.2025 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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