

**MINUTES OF THE 10<sup>TH</sup> MEETING OF CENTRE FOR INTERNAL QUALITY ASSURANCE(CIQA) HELD ON AUGUST 10,, 2024 IN SITAPURA CAMPUS AT 2:30 PM.**

The following members of the committee attended the meeting:

1. Prof. (Dr.) Vikas Misra, President	Chairperson
2. Prof. Vaishali Sharma, Dean Management and Pro-VC	Member
3. Dr. Renu Bagoria, Professor & Head, CS	Member
4. Dr. Ankush Sharma, Associate Professor & Head, Education	Member
5. Dr. Shilpi Khandelwal, Professor, Management	Member
6. Dr. Manju Gupta, Associate Professor, Education	Member
7. Dr. Jaya Sinsinwar, Assistant Professor, English	Member
8. Mr. Suraj Yadav, Assistant Professor, CS	Member
9. Mr. Tanmay Pattanayak, Registrar & CoE	Member
10. Mr. Dharmraj Sharma, Finance Officer	Member
11. Ms. Nirmal Bhatnagar, Professor, Dept. of JMC, JIMS Rohini, Delhi	External Member
12. Dr. N.K. Sharma, Professor, (Retd.) UOR	External Member
13. Dr. Shweta Bhatia, Director, CDOE	Member Secretary

**Item No. 10.01 To consider and approve the Minutes of the 09<sup>th</sup> Meeting of the Centre for Internal Quality Assurance (CIQA) held on 12<sup>th</sup> February, 2024.**

**Resolution:** The Minutes of the 9<sup>th</sup> Meeting of CIQA held on 12<sup>th</sup> February, 2024 was considered and approved (Annexure-1).

**Item No. 10.02 To consider and approve the Action Taken Report of the Minutes of the 08<sup>th</sup> Meeting of the Centre for Internal Quality Assurance (CIQA) held on 28<sup>th</sup> July, 2023.**

**Resolution:** The Action Taken Report of the Minutes of the 08<sup>th</sup> Meeting of the Centre for Internal Quality Assurance (CIQA) held on 28<sup>th</sup> July, 2023 was considered and approved (Annexure-2).

**Item No. 10.03 To consider and approve CIQA annual report submission for the academic session 2023-24.**

**Resolution:** The members of CIQA informed the Annual Report will be submitting for the Academic Session 2023-24 by 31<sup>st</sup> August 2024 in principally the Annual Report was unanimously approved by CIQA.

**Item No. 10.04 To consider and approve the Information Brochure for ODL & OL Program for the Academic Session 2024-25.**

**Resolution:** The Information Brochure for ODL & OL Program for the Academic Session 2024-25 was considered and approved (Annexure-3).

**Item No. 10.05 To consider and approve the Academic Calender for academic session 2024-25 for ODL & OL Programs session beginning July-August 2024**

**Resolution:** The Academic Calender for academic session 2024-25 for ODL & OL Programs session beginning July-August 2024 was discussed and unanimously approved.

**Item No. 10.06 To review the preparedness of four additional program on SWAYAM Portal i.e. B.Com, BAJMC, MAJMC and MBA through the Online Mode for the approval from UGC DEB.**

**Resolution:** The members of the CIQA reviewed the preparedness of four additional program on SWAYAM Portal i.e. B.Com, BAJMC, MAJMC and MBA through the Online Mode for the approval from UGC-DEB.

**Item No. 10.07 To review the present status and future strategies of admission for ODL and OL programs.**

**Resolution:** The member of CIQA reviewed the present status and discussed to implement effective strategies for increasing the admission in ODL and OL programs.

**Item No. 10.08 To review the student support service mechanism including Admissions, Payment of Fee, Delivery of Study Material, Grievances Handling and Evaluation System.**

**Resolution:** The member of CIQA reviewed the student support service mechanism including Admissions, Payment of Fee, Delivery of Study Material, Grievances Handling and Evaluation System. It was further decided to implement all the suggestions received from the members effectively for the ensuing semester.

**Item No. 10.09 To conduct the Orientation Program for the ODL and OL learners of upcoming batch session beginning July-August, 2024.**

**Resolution:** Director CDOE discussed with the members to conduct the orientation program for the ODL and OL learners for upcoming batch session beginning July-August, 2024. All the members unanimously agreed to conduct orientation program as per UGC-DEB directions.

**Item No. 10.10 Any other item with the permission of the Chair.**

The meeting ended with vote of thanks to the Chair.



Prof. Vikas Misra  
(Chairperson)



Dr. Shweta Bhatia  
(Member Secretary)