

(Annexure 1.1)

Dated: 01st November, 2019

Notification of CIQA Centre

This is to confirm that dedicated Centre for Internal Quality Assurance (CIQA) Cell for Open and Distance Learning (ODL) programme of DEI is approved / constituted with effect from 1st November, 2019.


(REGISTRAR)
VBO
REGISTRAR
Dayalbagh Educational Institute
(Deemed to be University)
Dayalbagh, Agra-282005

**DAYALBAGH EDUCATIONAL INSTITUTE
(DEEMED TO BE UNIVERSITY)
DAYALBAGH, AGRA-282005**

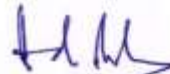
OFFICE ORDER

Dated: 10.05.2023

The Director of the Institute has been pleased to appoint Dr. Saurabh Mani, Department of Applied Business Economics, Faculty of Commerce as Coordinator CIQA (Centre for Internal Quality Assurance) of the Institute with immediate effect in place of Prof. Swami Prasad, Faculty of Commerce.



(Prof. V.B. GUPTA)



(REGISTRAR)

CO-ORDINATOR

**D.E.I. Distance Education Programme
Dayalbagh, Agra-282005**

No. 190/Coordinator-CIQA/2023

Copy forwarded to the following for information and necessary action:

1. The Director
2. The Treasurer
3. Deans of all the faculties
4. Heads of all the teaching departments
5. Prof. Swami Prasad with the request to hand over the charge of IQAC to Dr. Saurabh Mani.
6. The Incharge, USIC/Multimedia/Central Library
7. Coordinator, Architecture
8. Chief Engineer, Works Department
9. The Head, Computer Centre
10. The Assistant Registrar (Examination)
11. Administrative Officer (Computers)
12. Office on Special Duty (Accounts)
13. P.A. to the Director
14. Head Assistant, CAO
15. Shri S.S. Upadhyay, Establishment Section, CAO for updating data.

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Dated: 10-05-2023

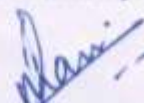
To,
The Registrar
Dayalbagh Educational Institute
Dayalbabgh, Agra – 282005

Sub: Joining Report

Sir,

With reference to your office order no. 190/Coordinator-CIQA/202 dated 10-05-2023 regarding my appointment as Coordinator, CIQA (Centre for Internal Quality Assurance) of the Institute, I hereby report myself on duty today.

Yours faithfully,



(Dr. Saurabh Mani)

**Department of Applied Business Economics
Faculty of Commerce**

Copy to –

- The Director, DEI
- The Treasurer, DEI
- Prof. V.B. Gupta, Coordinator, DEI Distance Education Programme
- Prof. Swami Prasad Saxena

Meeting 1 (Dated: 05-07-2023)**DAYALBAGH EDUCATIONAL INSTITUTE**

(DEEMED TO BE UNIVERSITY)

DAYALBAGH

AGRA - 282 005, (INDIA)

Phone: 0562-2801545, Fax: 0562-2801226

website : - <http://www.dei.ac.in>**CENTRE FOR INTERNAL QUALITY ASSURANCE
(ONLINE PROGRAMME)****DAYALBAGH EDUCATIONAL INSTITUTE**

(DEEMED UNIVERSITY)

DAYALBAGH, AGRA-282005, (INDIA)

Phone: 0562-2801545, Fax: 0562-2801226

Email: ciqa@dei.ac.in, Telegram DAYALINST, AGRA<https://www.dei.ac.in>**Dated: 05th July, 2023****Minutes of the Meeting**

The online meeting of CIQA was convened on 05th July, 2023 at 11:30 AM. The members present in the meeting were:


Prof. Anand Mohan	Registrar, DEI
Prof. Swami Prasad Saxena	Outgoing Secretary (CIQA, Director)
Dr. Saurabh Mani	Secretary (CIQA, Director)
Prof. V B Gupta	Coordinator, OL
Mr. Rakesh Mehta	Assistant Registrar (Admin) OL
Prof. Gursaran	Dept. of Mathematics
Prof. Pramod Kumar	Coordinator, B. Com
Prof. Shalini Nigam	Coordinator, BBA
Dr. M RadhaKrishna	Incharge, CART
Mr. Gur Sewak Singh	Assistant Registrar (Examination)
Mr. Maharaj Saran	Accounts Department
Prof. Pami Dua	Delhi School of Economics (Member, Governing Body, DEI)


The following points were discussed during the meeting:

- I. To consider the following arising from this first meeting of the newly – appointed Secretary (CIQA, Director), Dr. Saurabh Mani, Associate Professor who took over on 10th May, 2023.
 1. The Chairman appreciated the contribution made by the outgoing Secretary (CIQA, Director) and welcomed the new Secretary, CIQA
 2. It is confirmed that the new Secretary, CIQA qualifies for the position of Secretary, CIQA.

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- II.** To consider the following arising from the COVID-19 situation:
- 3.** The meeting of CIQA may continue to be conducted in Online mode and the COVID protocol be followed as per Institute norms.
- III.** To consider the following arising from the starting of the first semester of the 2023-24 academic session:
- 4. Value-based Education**
As decided last year, the foundational value-based Core courses will continue to be offered in different semesters of the UG programmes.
- 5. Preparation of Study Material**
The process of preparation of high quality study material for uploading in DEIs e-learning platform – Vidya Prasara was reviewed.
- 6. Review of Infrastructure in Information Centres**
The availability of human and physical infrastructure in Information Centres from where counseling sessions are transmitted, was reviewed.
- 7.** The next meeting of CIQA was scheduled for 08th December, 2023.


Prof. V.B. Gupta
Coordinator, Online Programme


Secretary, CIQA


Registrar, DEI
(Acting Chairman)



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Dated: 14th July, 2023

Action Taken Report

The following has now been accomplished from the minutes of the CIQA meeting held on 05th July, 2023:

1. The newly appointed Secretary, CIQA who took over on 10-05-2023, shall be looking after the CIQA function of Centre for Distance and Online Education.
2. The meeting of CIQA will continue to be conducted in Online mode in view of the COVID protocol followed by the Institute.
3. The foundational value-based core courses for UG online programmes have been identified and included in the syllabus.
4. The subject experts to expedite the preparation of study material for the programmes as per the four-quadrant approach have been identified and teams set-up.
5. Centres which need human and IT support have sent their infrastructure needs and steps will be taken to meet them.


Prof. V B Gupta
Coordinator, Online Programme


Secretary, CIQA


Registrar, DEI
(Acting Chairperson)

Meeting 2 (Dated: 08-12-2023)



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Dated: 8th December 2023

Minutes of the Meeting

The meeting of CIQA was convened at 12:00 noon on 8th December, 2023. The members present in the meeting were (meeting was conducted in ONLINE MODE):

Prof. C. Patvardhan	Officiating Director, DEI
Prof. Anand Mohan	Registrar, DEI
Dr. Saurabh Mani	Secretary, CIQA
Prof. V B Gupta	Coordinator, OL
Mr. Rakesh Mehta	Assistant Registrar (Admin) OL
Prof. Gursaran	Dept. of Mathematics
Prof. Pramod Kumar	Coordinator, B. Com
Prof. Shalini Nigarm	Coordinator, BBA
Dr. M Radha Krishna	Incharge, CART
Mr. Gur Sewak Singh	Assistant Registrar (Examination)
Mr. Maharaj Saran	Accounts Department
Prof. Pami Dua	Delhi School of Economics (Member, Governing Body, DEI)

The following points were discussed during the meeting:

1. Admissions

The admission data for the 2023-24 session was presented and the members noted that student enrolment in B.Com (Hons) and BA (Hons) Social Science programmes was particularly low and needed to be enhanced.

2. Counseling Session

Like the previous year, the members supported the view of students and also of the faculty that in the initial stage, the frequency of counseling session should be increased to more than one and after discussion, it was proposed that more than

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one counseling session per week may be organized in the beginning of the semester.

3. Study Material

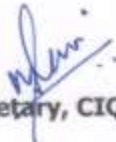
The status of the availability of study material was reviewed. While the overall availability was satisfactory, there was need to expedite the development of videos for B.Com programme.

4. Supervised Examinations

The supervision of exams through the Control Room established at the Main Campus and the assignment of an Observer for local centres in Agra were considered to result in total transparency of the exam system. The In-charge exams requested that each faculty should ensure that their representative is present in every shift of the exam on time.

5. The next meeting shall be held on 5th February, 2024.


Prof. V B Gupta
Coordinator, Online Programme


Secretary, CIQA


Chairperson
(Director, DEI)



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Dated: 18th December, 2023

Action Taken Report

The following has now been accomplished from the minutes of CIQA meeting held on 6th December, 2022:

1. Efforts to enhance the visibility of the Social Science undergraduate programme must continue to be made.
2. The Committee discussed in detail the procedure adopted for admission and concluded that the delay in announcing the results of the online entrance test must be minimised to enhance enrolment.
3. The students must continue to be encouraged to do self-study and become independent. Counselling session should be once a week as far as possible.
4. The video preparation work for B.Com (Hons) programme must be expedited.
5. The Deans of the faculty were again requested to ensure that their representatives report at the Control Room at the designated time.

Prof. V B Gupta
Coordinator, Online Programme

Secretary, CIQA

Chairperson
(Director, DEI)

Meeting 3 (Dated: 05-02-2024)



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Dated: 5th February, 2024

Minutes of the Meeting

The online meeting of CIQA was convened on 5th February, 2024 at 11:30 AM. The members present in the meeting were:


Prof. C. Patvardhan	Officiating Director, DEI
Prof. Anand Mohan	Registrar, DEI
Dr. Saurabh Mani	Secretary, CIQA
Prof. V B Gupta	Coordinator, OL
Mr. Rakesh Mehta	Assistant Registrar (Admin) OL
Prof. Gursaran	Dept. of Mathematics
Prof. Pramod Kumar	Coordinator, B. Com
Prof. Shalini Nigam	Coordinator, BBA
Dr. M Radha Krishna	Incharge, CART
Mr. Gur Sewak Singh	Assistant Registrar (Examination)
Mr. Maharaj Saran	Accounts Department
Prof. Pami Dua	Delhi School of Economics (Member, Governing Body, DEI)

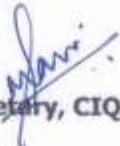
The following points were discussed during the meeting:

1. The Committee was informed that the Secretary of UGC, vide a Public notice dated 23rd January, 2024 informed that from academic year 2024-25, starting in July-August, 2024, Higher Education Institutions already entitled to offer BBA programme in ODL mode and / or Online mode shall obtain approval / recommendation from AICTE to offer the programme and submit the same to UGC for the continuation of entitlement. It was decided that we should take necessary steps to comply with the new procedure.

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2. The Feedback Forms designed to assess the quality of the programmes towards the end of the session by the faculty and the students were updated and the feedback data was analysed and presented by the Assistant Registrar (Admin).
3. The date of next meeting will be 11th March 2024.


Prof. V.B. Gupta
Coordinator, Online Programme


Secretary, CIQA


Chairperson
(Director, DEI)



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Dated: 16th February, 2024

Action Taken Report

The following has now been accomplished from the minutes of the CIQA meeting held on 5th February, 2024:

1. To obtain AICTE approval for the BBA programme an application was uploaded on the AICTE portal on 13th February, 2024 giving detailed information on a format provided by them in their portal.
2. The feedback forms for assessing the quality of the programmes will be made available to the faculty and students for filling up and submission close to the completion of the session.
3. The filled feedback forms received from the centres after 1st semester exams were analysed and the analysis was circulated to the committee members.


Prof. V B Gupta
Coordinator, Online Programme


Secretary, CIQA


Chairperson
(Director, DEI)

Meeting 4 (Dated: 11-03-2024)



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Dated: 11th March, 2024

Minutes of the Meeting

The online meeting of CIQA was convened on 11th March, 2024 at 11:00 AM. The members present in the meeting were:

Prof. C. Patvardhan	Officiating Director, DEI
Prof. Anand Mohan	Registrar, DEI
Dr. Saurabh Mani	Secretary, CIQA
Prof. V B Gupta	Coordinator, OL
Mr. Rakesh Mehta	Assistant Registrar (Admin) OL
Prof. Gursaran	Dept. of Mathematics
Prof. Pramod Kumar	Coordinator, B. Com
Prof. Shalini Nigarm	Coordinator, BBA
Dr. M Radha Krishna	Incharge, CART
Mr. Gur Sewak Singh	Assistant Registrar (Examination)
Mr. Maharaj Saran	Accounts Department
Prof. Pami Dua	Delhi School of Economics
	(Member, Governing Body, DEI)

1. The committee was informed that the Institute, having decided to switch over to the Open Book Examination System with effect from the second semester of this session (2023-24) onwards, it was considered advisable to sensitize the mentors, students and the Examinations Centres Incharge to this system through video-conferencing. It was decided by the Institute to hold an online meeting for this purpose at 2:00 PM on 9th March, 2024. The overall participation was very good with ninety two locations logging in. The Director of the Institute Prof. C. Patvardhan introduced the faculty and students to the basic principles of Open Book Examination and personally answered all the queries raised by them. It was

Continued....

satisfying to note that the reaction of the audience to the proposal was very positive and it appeared that they were looking forward with optimism to face the challenge of the new system.

The Guidelines on Open Book Examination issued by the Registrar of the Institute are in two parts: Part A for Teachers and Part B for students.

The Committee members were satisfied with the merits of the Open Book Exam System being introduced and noted that one of its major advantages was that it considerably reduced stress on the students and had also the advantage of moving away from rote learning as the emphasis was on concepts during learning.

The Committee members supported the introduction of Open Book Exam System and suggested that the guidelines be provided to the students. They also felt that a review of the Open Book Examination System based on feedback received from students and teachers may provide useful data which can be used for updating the system.

2. The date of next meeting will be 7th May, 2024.



Prof. V.B. Gupta
Coordinator, Online Programme



Secretary, CIQA



Chairperson
(Director, DEI)



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Dated: 18th March, 2024

Action Taken Report

The following has now been accomplished from the minutes of the CIQA meeting held on 11th March, 2024:

1. The Guidelines on Open Book Exam were made available for distribution to the students and their mentors and Examinations Centres' Incharge.
2. It was decided that after the end-semester exam of the first semester of next session, feedback from both the students and teachers will be obtained.

Prof. V B Gupta
Coordinator, Online Programme

Secretary, CIQA

**Chairperson
(Director, DEI)**

Meeting 5 (Dated: 07-05-2024)



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Dated: 7th May, 2024

Minutes of the Meeting

The online meeting of CIQA was convened on 7th May, 2024 at 12:00 noon. The members present in the meeting were:

Prof. C. Patvardhan	Officiating Director, DEI
Prof. Anand Mohan	Registrar, DEI
Dr. Saurabh Mani	Secretary, CIQA
Prof. V B Gupta	Coordinator, OL
Mr. Rakesh Mehta	Assistant Registrar (Admin) OL
Prof. Gursaran	Dept. of Mathematics
Prof. Pramod Kumar	Coordinator, B. Com
Prof. Shalini Nigarm	Coordinator, BBA
Dr. M Radha Krishna	Incharge, CART
Mr. Gur Sewak Singh	Assistant Registrar (Examination)
Mr. Maharaj Saran	Accounts Department
Prof. Pami Dua	Delhi School of Economics
	(Member, Governing Body, DEI)

The following points were discussed during the meeting:

1. It was decided after some discussion that in view of the coming end semester exams a special counselling session be held by mentors to answer any queries students may have relating to exams or any other issue.
2. The status of the availability of study material uploaded on our portal was reviewed. While it was quite satisfactory, there were some gaps which needed to be filled expeditiously.

Prof. V.B. Gupta
Coordinator, Online Programme

Secretary, CIQA

Chairperson
(Director, DEI)



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Dated: 12th May, 2024

Action Taken Report

The following has now been accomplished from the minutes of the CIQA meeting held on 7th May, 2024:

1. The mentors will be asked by the HQs to organise a special counselling session for the students before the end-semester exams to answer any queries they may have on examination and related issues.
2. The gaps to be filled in study material to be uploaded were identified and will be mailed to the Coordinators for being filled.

Prof. V B Gupta
Coordinator, Online Programme

Secretary, CIQA

Chairperson
(Director, DEI)