



Jaypee Institute of Information Technology

(Declared Deemed to be University u/s 3 of the UGC Act)

Jaypee Institute of Information Technology Centre for Distance and Online Education Noida

JIIT/CDOE/168

Date: 02nd Jan ,2025

Composition of CIQA Committee

1.	Vice Chancellor	Chairman	Prof. B. R. Mehta
2.	Senior Teachers of the University – 3	Members	1. Prof. Deepti Mehrotra, Dean (Accreditation) 2. Prof. Monali Bhattacharya, Associate Dean, IQAC 3. Dr. Archana Shrivastava, Associate Professor
3.	Head of Department or Schools offering recognized programs – 2	Members	1. Prof. Anubha Vashisht, Director-JBS 2. Prof. Rajnish K. Misra, Dean-JBS
4.	External Experts – 3	Members	1. Mr. Ashok Sharma, Director of Distance Learning, IMT, Ghaziabad 2. Mr. Manoj Pant, BIMTECH COOLS 3. Dr. Jitendra Singh, Regional Director, IGNOU, Rajkot
5.	Officials from the Administration and Finance Departments of the University – 3	Members	1. Col (Rtd) Sharad Rastogi, Registrar-JIIT 2. Mr. Sanjeev Puri, Chief Finance Officer 3. Mr. Mihir K. Jha, Dy Registrar
6.	Director, CDOE	Member Secretary/ Convener	Prof. Vikas Saxena, Director

This is issued with the approval of competent authority.

Dr. Vikas Saxena
Director, GDOE

Director
Centre for Distance and Online Education (CDOE)
JIIT (Deemed to be University), Noida

(Handwritten Signature)

Registrar

Jaypee Institute of information Technology
Deemed University, U/S 3 of The UGC Act
A - 10, Sector - 62, Noida (U.P.)

(Handwritten Signature)



विद्या तत्त्व ज्योतिसमः
CENTRE FOR DISTANCE & ONLINE EDUCATION

Jaypee Institute of Information Technology (JIIT)

Internal Quality Assurance Cell (CIQA)

Minutes of the CIQA Meeting

Date of Meeting: 7th January 2025

Mode: Online

Agenda:

To review and approve the academic proposals and program curriculum for Online BBA and MBA programs to be placed before the Board of Studies (BoS).

Members Present

- **Prof. Vikas Saxena** – Chairperson
- **Prof. Anubha Vashisht** – Director, Jaypee Business School (JBS)
- **Prof. Rajnish Kumar Misra** – Professor, JBS
- **Prof. Sunil Bhatia** – Professor, JBS
- **Prof. Archana Shrivastava** – Associate Professor, JBS
- **Prof. Sujata Kapoor** – Associate Professor, JBS
- **Dr. Vishal Gupta** – Assistant Professor, JBS
- Other nominated CIQA members (Internal & External)

Proceedings and Approvals

Director
Centre for Distance and Online Education (CDOE)
JIIT (Deemed to be University), Noida

The CIQA committee convened in the second week of January 2025 to deliberate upon and approve essential academic matters concerning the implementation and quality assurance of the Online BBA and MBA programs. After thorough discussion, the committee unanimously agreed to recommend the following items for BoS approval:

1. **Approval of the Online BBA Curriculum and E-Content:** Comprehensive review and endorsement of the curriculum and digital content delivery framework for the Online BBA program.
2. **Approval of the Online MBA Curriculum and E-Content:** Finalization of the curriculum design and supporting e-learning materials for the Online MBA program.
3. **Approval of Project Preparatory Reports (PPRs):** Validation of preparatory documentation outlining the academic and administrative framework for both online programs.
4. **Approval of the Fee Structure:** Review and approval of the proposed fee structure for the Online BBA and MBA programs.
5. **Approval of the Assessment Matrix:** Endorsement of a structured assessment and evaluation framework tailored to online pedagogy and learning outcomes.
6. **Approval of Academic Committees:** Constitution and formal approval of academic committees to oversee program delivery and governance.

Formation and Approval of the Following Committees

- **Course Design Committee** (for both Online BBA and MBA programs)
- **Program Design Committee for Online BBA**
- **Program Design Committee for Online MBA**

Conclusion

The meeting concluded with a formal vote of thanks extended by the Chairperson, Prof. Vikas Saxena. All agenda items were successfully reviewed and approved for presentation to the Board of Studies.