


NOTIFICATION**CDOE : COMMITTEE FOR THE CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)**

Ser	Category	Name	
1	Head of HEI	Prof S C Saxena, Vice-Chancellor (Acting)	Chairperson
2	Three Senior Faculty	Dr Ridhima Sharma, Assistant Director, CDOE	Member
		Dr Reema Sharma, Assistant professor, CDOE	Member
		Dr Sweta Suri, Associate Professor, CDOE	Member
3	Heads of Depts offering Programs in Online Mode	Prof Anubha Vashist, Director JBS	Member
		Prof Rajnish K Mishra, Dean JBS	Member
		Prof Devpriya Soni, HoD Computer Science	Member
4	Two External Experts of ODL and/or Online Education	Dr Gurpreet Singh, Director CDOE, Chandigarh University	External Expert
		Dr. Divya Bansal, Dy. Directro, Amity University	External Expert
		Dr. Diwakar Yadav, IGNOU	External Expert
5	Officials from Administration and Finance Depts	Mr Sanjeev Puri, CFO	Member
		Mr Ashok Singh, Chief Security Officer	Member
		Mr Ravinder Pal Singh, Dy Registrar	Member
6	Director, Centre for Internal Quality Assurance (CIQA)	Prof Deepti Mehrotra	Member Secretary


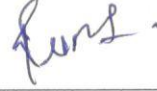



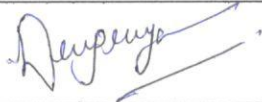


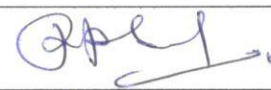
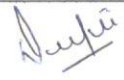
The term will be for a period of two years from the date of this notification or till further orders or whichever is earlier.


This supersedes the earlier notification JIIT/CDOE/168 dated 02 Jan 2025.

Sd/-
Col (Dr) Sharad Rastogi
Registrar


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

Jaypee Institute of Information Technology, Noida
Centre For Distance & Online Education
CIQA Meeting (23rd February, 2026)

S.No	Name of Faculty	Designation	Signature
1	Prof. S C Saxena, Vice-Chancellor (Acting)	Chairperson	
2	Dr. Ridhima Sharma, Assistant Director, CDOE	Member	
3	Dr. Reema Sharma, Assistant Professor, CDOE	Member	
4	Dr. Sweta Suri, Associate Professor, CDOE	Member	
5	Prof. Anubha Vashist, Director JBS	Member	
6	Prof. Rajnish K Mishra, Dean JBS	Member	
7	Prof. Devpriya Soni, HoD Computer Science	Member	
8	Dr. Gurpreet Singh, Director, CDOE	External Expert	
9	Dr. Divya Bansal, Dy. Director, Amity University Online	Special Invitee	
10	Mr. Sanjeev Puri, CFO	Member	
11	Mr. Ashok Singh, <i>CSO</i>	Member	
12	Mr. Ravinder Pal Singh, Dy Registrar	Member	
13	Prof Deepti Mehrotra	Member Secretary	


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

Centre for Distance & Online Education (CDOE)
Jaypee Institute of Information Technology
Centre of Internal Quality Assurance AY 2025-26 OF CDOE, JIIT

MINUTES OF THE MEETING

Held At 11:30 AM ON 23rd Feb 2026, ABB II, DISCUSSION ROOM

The following members were present physically for the meeting:

External Members:

- Dr Gurpreet Singh (Director, Chandigarh University Online, Punjab)
- Dr Divya Bansal (Deputy Director, Amity University, NOIDA)


Internal Members:

- Prof.(Dr.) Vikas Saxena – (Director, CDOE)
- Dr. Ridhima Bhanot Sharma (Assistant Director, CDOE, JIIT)
- Dr Anubha Vashisht (Director, JBS)
- Dr Deepti Mehrotra (Director, CIQA JIIT)
- Mr Ravindra Pal Singh (Deputy Registrar, CDOE)
- Mr Alok Singh (CSO, JIIT)
- Dr Reema Sharma (Assistant Professor, CDOE, JIIT)
- Dr Sweta Dhand (Assistant Professor, CDOE, JIIT)
- Prof. Devpriya Soni – (HOD Department of Computer Application, JIIT)
- Dr. Rajnish Kumar Mishra (Dean, JBS)

ITEM 1: WELCOME AND OPENING REMARKS BY THE CHAIRPERSON

Dr Ridhima Bhanot Sharma – Asst. Director CDOE welcomed all the members to the CIQA Meeting held at the Centre for Distance and Online Education (CDOE), Jaypee Institute of Information Technology, Sector-62, Noida.

She also extended a special welcome to the external members— Dr Gurmeet Singh (Director, Chandigarh University Online, Punjab) and Dr Divya Bansal (Deputy Director, Amity Online, Noida)


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Dr Ridhima briefly outlined the objective of the meeting, which was to review and strengthen the CIQA framework for IIIT Online programs. She then highlighted the key highlights for Learners offered by Online Program at IIIT CDOE:

- Grammarly Premium Subscription - Elevate your academic writing with advanced grammar, style, and plagiarism checking tools.
- Cutting-Edge Live Learning Infrastructure - Access state-of-the-art Bodh Kaksha online classrooms with professional-grade recording studios featuring Chroma key, Smartboards, and panel discussion setups for superior content creation and delivery.
- Annual Student Summit - Exclusive offline networking event to foster connections, collaboration, and real-world engagement among online learners.
- Harvard Professional Certification Program - Earn six coveted Harvard certificates through the prestigious Harvard ManageMentor platform, exclusively available to our online students.

The session was subsequently taken over by **Dr. Vikas Saxena**, who presented an overview of the academic and administrative practices currently in place at **IIIT Online**. He elaborated on the operational model, quality mechanisms, and compliance processes adopted for online education delivery.

ITEM 2: LEAVE OF ABSENCE

Leave of absence was granted to the following members who couldn't join due to some prior engagements.

- (i) Mr. Sanjiv Puri – Chief Financial Officer
- (ii) Prof. (Dr.) S. C. Saxena – Vice Chancellor

ITEM 2: To consider the review of existing academic and quality practices

The Committee was informed of the following practices currently implemented:

- IIIT CDOE Academic System
- Examination Pattern (Continuous & Formative)
- Learning Management System
- Eligibility of Ongoing & Upcoming Programs


The Committee noted the same.

ITEM 3: To consider the recommendations for strengthening the CIQA governance framework

The External Experts provided the following recommendations:

1. Proceedings of CIQA meetings should be published on the official website.
2. A Student Welfare Committee should be constituted, and details should be displayed on the website.
3. A Student Grievance Redressal Committee should be established to address complaints received through the website, email, and social media platforms.
4. Open Educational Resources (OER) should be utilized in online education delivery (for Example - E-Paathshaala, TEDx Open Video Links)

The Committee deliberated and agreed in principle to implement the above recommendations.


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ITEM 4: To consider the evaluation structure and credit framework

The External Members were briefed about the current evaluation structure:

- 25% Internal Assessment
- 75% External Examination

(Credit structure/framework to remain aligned with offline JIIT programmes.)

It was further suggested that:

- The percentage of the internal component may be re-examined.
- CGPA should be reflected in the result, while absolute marks should appear on the marksheet.
- A single re-examination window should be provided after final examinations.
- It was suggested to have even credits as suggested by UGC-Deb

After a detailed discussion, the recommendations were noted.

ITEM 5: To consider the programme structure and academic framework

The Committee discussed the structure of programmes and suggested that:

- For PG programmes (4 semesters), there could be a maximum of 24 courses in total.
 - The Program Preparatory Report for Online BCA, MCA was reviewed
 - Program Curriculum for Ongoing & Upcoming Programs was reviewed.

The recommendations were noted.

ITEM 6: To consider the MCA programme – practical and evaluation mechanism

The Committee recommended that:


- Practical components should be effectively covered during live classes.
- For Viva examinations, a dedicated technological platform should be engaged wherein structured questions are displayed, and responses are submitted digitally.
- For project evaluation, integrate technology, follow a standard rubric, incorporate peer-to-peer review, and ensure transparent assessment.

The recommendations were considered and agreed upon.

ITEM 7: To consider the e-content development and quality assurance

The Committee emphasized academic rigor in e-content development and recommended:

- E-Tutorials for Ongoing Program (BBA, MBA) as well as Upcoming Program (BCA, MCA) were reviewed.
- It was suggested that each e-content module should clearly state five Learning Objectives at the

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beginning and five Learning Outcomes at the end.

- A summary and references must be included in each module.
- Recording duration should be optimized, keeping learner engagement in view.

Incorporate MCQs, Additional Readings, etc, at 5-minute and 10-minute breaks in pre-recorded lectures to ensure learners' active engagement.

The Committee approved the strengthening of quality parameters in line with these recommendations.

ITEM 8: To consider the Admission Policy and Inclusion

It was recommended that:

- Admission eligibility criteria in online mode may be relaxed, keeping in view equity, inclusion, and upliftment of underprivileged sections.

The Committee deliberated and noted the suggestions for further consideration at appropriate forums.

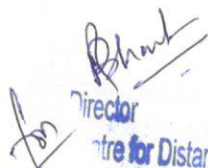
ITEM-9 Any other item with the permission of the chair

The meeting ended with a vote of thanks.

Director

JIIT - CDOE

Cc All Members


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