



चौधरी चरण सिंह विश्वविद्यालय, मेरठ
Chaudhary Charan Singh University, Meerut
(FORMERLY, MEERUT UNIVERSITY) | NAAC A⁺⁺ ACCREDITED

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)
Centre for Distance and Online Education (CDOE)

MINUTES OF THE MEETING OF THE CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

Date: 21.01.2026

Venue: Centre for Distance and Online Education (CDOE), Chaudhary Charan Singh University, Meerut

Time: 11:00 A.M. onwards

Members Present / Absent

S. No.	Name	Designation in CIQA	Status
1.	Prof. Sangeeta Shukla <i>Hon'ble Vice Chancellor</i>	Chairperson	Present
2.	Prof. Beerpal Singh	Member	Present
3.	Prof. Jitendra Singh	Member	Present
4.	Prof. K. K. Sharma	Member	Present
5.	Prof. Ravendra Sharma, Economics	Member	Present
6.	Dr. Rahul Sharma, BBA & MBA	Member	Present
7.	Dr. Vikas Jain, MCA	Member	Present
8.	Prof. Pramod Mehra <i>Deptt. of English, IGNOU, New Delhi</i>	Member (External Expert)	Leave of Absence
9.	Prof. Ajendra Malik <i>Deptt. of Mathematics, Rajarshi Tandon Open University</i>	Member (External Expert)	Leave of Absence
10.	Sri Anil Kumar Yadav	Member (Registrar)	Present
11.	Sri Ramesh Chand	Member (Finance Officer)	Present
12.	Prof. Rakesh Kumar Sharma	Director, CDOE / Member Secretary	Present

The meeting commenced with a formal welcome extended by Prof. Rakesh Kumar Sharma, Director, CDOE and Member Secretary, CIQA, to the Chairperson and the Members present. He briefed the Committee that the meeting had been convened primarily to deliberate upon the following agenda items placed before the Committee.

Agenda

1. Applying for the new courses B.Com., M.A. (History) and M.A. (Hospital Administration).
2. Developing the Course Content for the above programmes.

Item No. 1: Applying for the New Courses — B.Com., M.A. (History) and M.A. (Hospital Administration)

The Member Secretary apprised the Committee that, in view of the growing demand for value-based, employability-oriented and higher-education access programmes in Distance and Online mode, it is proposed that CDOE, CCSU, Meerut, apply for permission to launch the following new programmes:

- (i) Bachelor of Commerce (B.Com.)
- (ii) Master of Arts (History) — M.A. (History)
- (iii) Master of Arts (Hospital Administration) — M.A. (Hospital Administration)

After detailed deliberation on the proposed programmes, the feasibility of resources (faculty, infrastructure and Self-Learning Material), and the anticipated learner demand, the Committee resolved as follows:

Resolution: The Committee unanimously recommended and approved, in principle, the proposal to apply for the introduction of B.Com., M.A. (History) and M.A. (Hospital Administration) programmes in Distance mode at CDOE, CCSU, Meerut, subject to compliance with the applicable UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, and further subject to approval of the competent statutory bodies of the University (Board of Studies, Academic Council, and Executive Council, as applicable).

The Committee further directed that the Director, CDOE, shall initiate the process of preparing and submitting the requisite programme-wise applications, including Self-Disclosure/Self-Certification documents, to the University Grants Commission (UGC) / Distance Education Bureau

(DEB), through the University's statutory channel, well within the notified UGC timeline for the ensuing academic session.

Item No. 2: Developing the Course Content for the Above Programmes

The Member Secretary informed the Committee that, simultaneously with the approval process, it is necessary to develop the curriculum, syllabus and Self-Learning Material (SLM) for the three proposed programmes, in conformity with the UGC Curriculum and Credit Framework for Undergraduate/Postgraduate Programmes (UGC-CCFUP/NEP-2020) and the Learning Outcome-based Curriculum Framework (LOCF), as applicable.

Resolution: The Committee resolved that Programme-wise Curriculum Development Committees be constituted, comprising the concerned Heads of Department and subject experts, to prepare the course structure, syllabus and SLM for each programme, as follows:

- (i) B.Com. — under the convenorship of Prof. Ravendra Sharma, Department of Economics;
- (ii) M.A. (History) — under the convenorship of a Head/senior faculty member to be nominated by the Director, CDOE, in consultation with the Department of History;
- (iii) M.A. (Hospital Administration) — under the convenorship of Dr. Rahul Sharma, Department of BBA & MBA, in consultation with subject experts from the field of Hospital/Health Administration.

The Committee further recommended that the external experts, Prof. Pramod Mehra and Prof. Ajendra Malik, be requested to vet the syllabi of the concerned programmes and offer their expert comments before final adoption, and that the draft course content of all three programmes be placed before the Board of Studies for approval prior to submission with the application to UGC/DEB.

It was further resolved that the respective Curriculum Development Committees shall submit their draft syllabi and SLM outlines to the office of the Director, CDOE, within a reasonable timeframe so as to synchronise with the submission of applications referred to under Item No. 1 above.

Action Points

Action Point	Responsibility	Timeline
Preparation and submission of applications for B.Com., M.A. (History) and M.A. (Hospital Administration) to UGC/DEB, through the University's statutory channel	Director, CDOE	As per UGC notified schedule
Constitution of Programme-wise Curriculum Development Committees	Director, CDOE	Within one week
Preparation of draft syllabi/course content and SLM outline for the three programmes	Respective Curriculum Development Committees / HODs	To be intimated
Vetting of draft syllabi by External Experts	Prof. Pramod Mehra & Prof. Ajendra Malik	Prior to Board of Studies
Placing of draft curriculum before the Board of Studies for approval	Director, CDOE	Prior to submission to UGC/DEB

There being no other item for discussion, the meeting concluded with a formal vote of thanks proposed by the Member Secretary to the Chairperson and all Members present.

Minutes recorded by:



(Prof. Rakesh Kumar Sharma)
Director, CDOE & Member Secretary, CIQA
Chaudhary Charan Singh University, Meerut



Hon'ble Vice Chancellor & Chairperson, CIQA
Chaudhary Charan Singh University, Meerut