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Ref. No. DBU/Reg/24/1760   Dated. 23-08-2024

NOTIFICATION

As suggested by the Assessors during the Virtual Inspection held on 13.8.2024 & 14.8.2024 for ODL, the **Centre for Internal Quality Assurance Committee (CIQA)** for a term of two years from 16.08.2024 to 15.08.2026 is re-constituted in partial amendment of Notification No. DBU/Reg/24/1644 dated 10.08.2024, as follows:-

Sr. No.	Name of the Faculty	Department	Current Designation	Designation in CIQA
1	Prof. (Dr.) Abhijit H. Joshi	-	Vice Chancellor	Chairperson
2	Dr. Kulbhushan	Ayurveda	Director	Member
3	Dr. Surjeet Kaur Patheja	Media and Mass Communication	Director	Member
4	Dr. Devinder Kumar Sharma	Social Sciences and Languages	Director	Member
5	Dr. Rajni Saluja	Management and Commerce	Director	Member
6	Dr. Aman Sharma	Hotel Management and Tourism	Director	Member
7	Dr. Rahul Thor	Computer Science and Application	HoD	Member
8	Dr. Sandeep Kumar Kajal	Administration & Distance Learning	Deputy Registrar (Results), and Former Director, Distance Learning Programme, IK Gujral Panjab Technical University Professor	Member
9	Dr. Amita Kishtha	Education	Assistant Professor, Centre for Distance & Online Education	Member
10	Mr. Surinder Kapoor	Administration	Director, Central Administrative Services, DBU	Member
11	Mr. Sachin Jain (Chartered Accountant)	Accounts	Finance Head, DBU	Member
12	Dr. H.K.Sidhu	OL & ODL	Director – OL & ODL, DBU	Member Secretary

Registrar   23/8/24

Copy of above is forwarded to all the members for their kind information

REGISTRAR
DESH BHAGAT UNIVERSITY
MANDI GOBINDGARH (PB.)

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DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH

Established under The Desh Bhagat University Act, 2012 (Punjab Act No. 15 of 2013)

MINUTES of Workshop-cum-Hands on Training on Self Learning Material for Online and Open Distance Learning organized by Centre for Internal Quality Assurance Cell (CIQA) **from 9 – 11 October, 2024** in Dr. APJ Abdul Kalam Seminer Hall, Desh Bhagat University, Mandi Gobindgarh

Present:

Sr. No.	Name of participant	Designation
1	Prof. (Dr.) Abhijit Joshi	Vice-Chancellor
2	Prof. Santosh Panda, Former Director, IGNOU	External Expert
3	Prof. Madhu Parhar, Former Director, IGNOU	External Expert
4	Dr G.Mythili, Dy. Director, IGNOU	External Expert
5	Dr Harsh Sadawarti	Vice-President
6	Dr HK Sidhu	Director OL/ODL & Member Secretary CIQA
7	Dr Kulbhushan	Director Ayurveda & Member CIQA
8	Dr. Surjeet Patheja	Director (Media) & Member CIQA
9	Mr Surinder Pal Kapoor	Director (CAS) & Member CIQA
10	Dr. Rajni Saluja	Professor Management & Member CIQA
11	Dr. Aman Sharma	Director (Hotel Management) & Member CIQA
12	Dr. Rahul Thor	Assistant Professor (CSA) & Member CIQA
13	Dr. Navdeep Kaur	Professor (Business Management & Commerce)
14	Er. Sudip Mukherjee	Registrar
15	Dr. Pravin Kumar	Controller of Examinations
16	Dr. R.K. Bathla	Professor (Computer Sciences & Applications)
17	Dr. Rajeev Dahiya	Professor (Computer Sciences & Applications)
18	Dr. Sharan Pal Singh	Director (Social Sciences & Languages)
19	Dr. Dharminder Singh	Professor (Social Sciences & Languages)
20	Dr. Kulbhushan Kumar	Professor (Social Sciences & Languages)
21	Dr. Ram Singh	Professor (Social Sciences & Languages)
22	Dr. Renu Sharma	Associate Professor (Social Sciences & Languages)
23	Dr. Jyoti Sharma	Associate Professor (Social Sciences & Languages)
24	Dr. Gurwinder Kaur	Assistant Professor (Social Sciences & Languages)
25	Dr. Subhdeep Kaur	Assistant Professor (Social Sciences & Languages)
26	Dr. Arvinder Kaur	Assistant Professor (Social Sciences & Languages)
27	Dr. Rajdeep Kaur	Assistant Professor (Social Sciences & Languages)
28	Dr. Rajinder Kumar Ahluwalia	Assistant Professor (Social Sciences & Languages)
29	Dr. Sushil Kumar	Assistant Professor (Social Sciences & Languages)
30	Dr. Ajaypal Singh	Assistant Professor (Social Sciences & Languages)
31	Dr. Hawaldar Bharti	Assistant Professor (Social Sciences & Languages)
32	Mrs. Navninder Kaur	Assistant Professor (Social Sciences & Languages)
33	Mr. Gurjeet Singh	Assistant Professor (Social Sciences & Languages)

Sr. No.	Name of participant	Designation
34	Ms. Mandeep Kaur	Assistant Professor (Social Sciences & Languages)
35	Ms. Amandeep Kaur	Assistant Professor (Social Sciences & Languages)
36	Mrs. Kiran Rajput	Assistant Professor (Social Sciences & Languages)
37	Ms. Gaganpreet Kaur	Assistant Professor (Social Sciences & Languages)
38	Ms. Mamta Rani	Assistant Professor (Social Sciences & Languages)
39	Ms. Sukhpreet Kaur	Assistant Professor (Social Sciences & Languages)
40	Mrs. Jagmohanjeet Kaur	Assistant Professor (Library Sciences)
41	Mrs. Pardip Kaur	Assistant Professor (Library Sciences)
42	Mr. Surinder Singh	Assistant Professor (Library Sciences)
43	Mr. Jarnail Singh	Assistant Professor (Library Sciences)
44	Dr. Manpreet Kaur	Assistant Professor (Business Management & Commerce)
45	Dr. Baldeep Singh	Assistant Professor (Business Management & Commerce)
46	Dr. Manoj Kumar	Assistant Professor (Business Management & Commerce)
47	Mr. Manmeet Singh	Assistant Professor (Business Management & Commerce)
48	Ms. Jaspreet Kaur	Assistant Professor (Business Management & Commerce)
49	Mr. Sanjeet Kumar	Assistant Professor (Business Management & Commerce)
50	Ms. Harpal Kaur	Assistant Professor (Business Management & Commerce)
51	Dr. Rupinder Kaur	Assistant Professor (Hotel Management)
52	Mr. Rinku Singh	Assistant Professor (Hotel Management)
53	Mr. Hritik Tomar	Assistant Professor (Hotel Management)
54	Dr. Khushboo Bansal	Associate Professor (Computer Sciences & Applications)
55	Mr. G.S. Pandher	Assistant Professor (Computer Sciences & Application)
56	Ms. Sunanda	Assistant Professor (Computer Sciences & Application)
57	Mr. Amit Sharma	Assistant Professor (Computer Sciences & Application)
58	Ms. Jyoti Arora	Assistant Professor (Computer Sciences & Application)
59	Ms. Jyoti Bala	Assistant Professor (Computer Sciences & Application)
60	Mr. Harwinder Singh	Assistant Professor (Computer Sciences & Application)
61	Ms. Gurpreet Kaur	Assistant Professor (Computer Sciences & Application)
62	Dr. Anil Pandey	Assistant Professor (Media)
63	Dr. Rajkumar	Assistant Professor (Media)
64	Mr. Sunny	Assistant Professor (Media)
65	Ms. Sangmitra	Assistant Professor (Media)

At the outset, Prof. (Dr) Abhijit H. Joshi, Vice-Chancellor extended welcome to the External Experts and all the participants who have come to attend this Workshop. He said that it is a great pleasure that External Experts have come to train our faculty to prepare the Self Learning Material and PPRs for online and Open Distance Learning. He requested the External Experts to start the session for training.
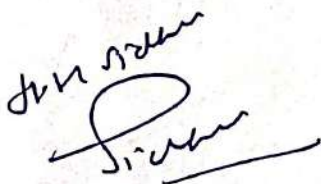
On first day of Workshop i.e. 9.10.2024, Dr Santosh Panda and Dr Madhu Parhar, both Former Directors, IGNOU, New Delhi provided theoretical as well as hands on training about the various guidelines of UGC Regulations 2020. They focused on how credits need to be opted in online and distance learning. Training was also on how to write learning objectives and utilization of open resources.

On second day of Workshop i.e. 10.10.2024, Dr. G. Mythili, Deputy Director, IGNOU New Delhi guided the faculty how structure of a course is to designed, followed by the procedure of writing Self Learning Material and how to prepare PPRs. All the faculty members were asked to present the assignments on the next day of Workshop.

On third day of Workshop i.e. 11.10.2024 the faculty members presented the Self Learning Material and PPRs prepared under the guidance of Dr G. Mythili.

The external experts critically examined the Self Learning Material and PPRs and approved the same for submission to the UGC as per requirement.

The workshop was concluded with a vote of thanks to the External Experts and all the participants.

Prof. (Dr.) Abhijit H. Joshi
Vice-Chancellor
Chairperson – CIQA

Dr HK Sidhu
Director OL/ODL &
Member Secretary – CIQA

Desh Bhagat University

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NOTIFICATION

In supersession of Notification No. DBU/Reg/24/1760 dated 23.08.2024 composition of **Centre for Internal Quality Assurance Committee (CIQA) is revised** for a term of two years from 16.08.2024 to 15.08.2026 as follows:-

Sr. No.	Name of the Faculty	Department	Current Designation	Designation in CIQA
1	Prof. (Dr.) Harsh Sadawarti	-	Vice Chancellor	Chairperson
2	Dr. Surinder Pal Kapoor	Administration	Registrar	Member
3	Dr. Kulbhushan	Administration	Director (Campus)	Member
4	Dr. Ajay Kaul	Management and Commerce	Director & Dy. PVC	Member
5	Dr. Surjeet Kaur Patheja	Media and Mass Communication	Director	Member
6	Dr. Renu Sharma	Social Sciences and Languages	Incharge	Member
7	Dr. Aman Sharma	Hotel Management and Tourism	Incharge	Member
8	Dr. Rahul Thor	Computer Science and Application	HoD	Member
9	Dr. Sandeep Kumar Kajal	Administration & Distance Learning	Deputy Registrar (Results), and Former Director, Distance Learning Programme, IK Gujral Punjab Technical University Professor	Member
11	Dr. Amita Kishtha	Education	Assistant Professor, Centre for Distance & Online Education	Member
12	Mr. Sachin Jain (Chartered Accountant)	Accounts	Finance Head, DBU	Member
13	Dr. H.K.Sidhu	OL & ODL	Director – OL & ODL, DBU	Member Secretary

Registrar 16/7/202 **REGISTRAR**
DESH BHAGAT UNIVERSITY
MANDI GOBINDGARH (PB.)
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U/S 2(f) and 12 B of UGC Act 1956, (NAAC A+ Accredited)
DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH
<u>**Centre of Open Distance Learning and Online Learning**</u>

Proceedings of Meeting of Centre for Internal Quality Assurance Cell (CIQA)

Meeting of Centre for Internal Quality Assurance Cell (CIQA) was held on 18 August 2025 in Hind Di Chadar, Conference Hall at 11:30am.

Following is the detailed composition of the members of CIQA;

Sr. no.	Name	Designation	Designation as per CIQA
1.1	Prof. (Dr.) Harsh Sadawarti	Vice Chancellor	Chairperson
2.1	Dr. Surinder Pal Kapoor	Registrar	Member
2.2	Dr. Kulbhushan	Director Campus	Member
2.3	Prof(Dr.) Surjeet Patheja	Director, Faculty of Performing Arts and Media	Member
2.4	Prof(Dr.) Rajni Saluja	Director, Department of Business Management & Commerce	Member
2.5	Dr. Renu Sharma	Incharge, Faculty of Social Science and Languages	Member
2.5	Dr. Aman Sharma	Incharge, Department of Hotel Management and Tourism	Member
2.6	Dr. Rahul Thour	HOD, Faculty of Engineering Technology and Computing	Member
3.1	Dr. Amita Kaistha	Assistant Professor, Centre for Distance & Online Education	External Member
3.2	Dr. Sandeep Kumar Kajal	Deputy Registrar (Results), and Former Director, Distance Learning Programme, IK Gujral Punjab Technical University	External Member
3.3	Dr Sachin Jain	Finance Head, DBU	Member
4.1	Prof. (Dr.) H.K. Sidhu	Director, OL & ODL	Member

Conformation of the Minutes:

Item no. CIQA/01: Admission Status of July 2025 in various entitled programmes.
Resolution: Prof. (Dr.) H.K Sidhu, Director ODL and OL and Member secretary submitted the detail of programmes being offered in UG as well as PG in bot OL and ODL mode as Entitled by UGC as per Annexure-I

Item No. CIQA/02: Approval of the Academic Calendar for July 2025.
Resolution: Member Secretary presented the approved academic calendar for the July 2025 batch as per Annexure-II

Item no. CIQA/03: Proposed Schedule for Physical Interaction with students.
Resolution: Member Secretary highlighted that the Center for Distance Learning and Online Learning, Desh Bhagat University has taken an inititative for physical interaction with the learners as per Annexure –III

Item No. CIQA/04: Status of LMS and e-Content.
Resolution: Member Secretary presented that the e-content as well as LMS has being 100% completed in all the entitled programmes except in MBA specializations which will be winded soon as per Annexure-IV
Item No. CIQA/05: To Submit proposal for Seminar/Conference/FDP under CIQA
Resolution: Member Secretary shared tentative schedule for seminar/FDP/Workshop for the faculty members which will focus on quality enhancement as per Annexure-V

Suggestions: After the agenda points, the external experts shared their valuable suggestions. Dr Sandeep Kajal , Deputy Registrar(Results), Former Director Distance Learning Programme, IK Gujral Punjab Technical University discussed about the importance of study material and e-content . He guided that it should be self-explanatory. Member Secretary submitted that the LMS and e-content was strictly as per UGC regulations 2020 for Open Distance Learning and Online Learning. Dr Kajal also appreciated the efforts of the university. He also emphasized about the examination system which was clearly explained by Prof(Dr) H.K Sidhu that , university has just completed one session nad all the examination for OL programme was held via online mode and for ODL it was conducted offline.

The second   expert Dr Amita Kaistha , Assistant Professor Center for Distance and Online Learning, Punjabi University, Patiala asked regarding the OL programme in MJMC . She focused that how is the programme being processed, Member Secretary submitted that all content related to MJMC has being completed.

Meeting ended with vote of thanks to the chair

U/S 2(f) and 12B of the UGC Act 1956, NAAC A+ Accredited
DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH
Centre of Open Distance Learning and Online Learning

Date: 18.08.2025

Sr. no.	Name	Designation	Designation as per CIQA	Signature
1	**Chairperson Head of The Institution**			
1.1	Prof. (Dr.) Harsh Sadawarti	Vice Chancellor	Chairperson	Leave due to Emergency.
2.1	Dr. Surinder Pal Kapoor	Registrar	Member	18/8/25
2.2	Dr. Kulbhushan	Director Campus	Member	18-8-25
2.3	Prof(Dr.) Surjeet Patheja	Director, Faculty of Performing Arts and Media	Member	Patheja Aug 18 2K25
2.4	Prof(Dr.) Rajni Saluja	Director, Department of Business Management & Commerce	Member	Rajni Saluja 18/8/2025
2.5	Dr. Renu Sharma	Incharge, Faculty of Social Science and Languages	Member	Renusharma 18/08/25
2.5	Dr. Aman Sharma	Incharge, Department of Hotel Management and Tourism	Member	18/8/2025
2.6	Dr. Rahul Thour	HOD, Faculty of Engineering Technology and Computing	Member	Rahul Thour 18/8/25
3.1	Dr. Amita Kishtha	Assistant Professor, Centre for Distance & Online Education	External Member	18/8/25
3.2	Dr. Sandeep Kumar Kajal	Deputy Registrar (Results), and Former Director, Distance Learning Programme, IK Gujral Punjab Technical University Professor	External Member	Online
3.3	Dr Sachin Jain	Finance Head, DBU	Member	online
4.1	Prof. (Dr.) H.K. Sidhu	Director, OL & ODL	Member	18/8/2025

Fatehgarh Sahib, Punjab, India
Nabha Road, Amloh, Fatehgarh Sahib, Punjab
147203, India
Lat 30.626910, Long 76.247993
08/18/2025 11:43 AM GMT+05:30
Note : Captured by GPS Map Camera

Fatehgarh Sahib, Punjab, India
Nabha Road, Amloh, Fatehgarh Sahib, Punjab
147203, India
Lat 30.626873, Long 76.248002
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Note : Captured by GPS Map Camera

Fatehgarh Sahib,Punjab,India
Nabha Road, Amloh, Fatehgarh Sahib, Punjab
147203, India
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Note : Captured by GPS Map Camera

Fatehgarh Sahib,Punjab,India
Nabha Road, Amloh, Fatehgarh Sahib, Punjab
147203, India
Lat 30.626937, Long 76.248008
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Note : Captured by GPS Map Camera

Annexure-I

Programmes Entitled under OL and ODL by UGC

S.NO	Name of Programme	Duration	Mode (ODL/OL)
1	Bachelor of Arts	3 Years	ODL as well as OL
2	BCom	3 Years	OL
3	BBA	3 Years	ODL as well as OL
4	MA English	2 Years	ODL as well as OL
5	MA Punjabi	2 Years	OL
6	MA Hindi	2 Years	OL
7	MJMC	2 Years	OL
8	MLib	2 Years	OL
9	MCOM	2 Years	ODL as well as OL
10	MBA	2 Years	ODL as well as OL
11	MCA	2 Years	OL
12	MTTM	2 Years	ODL

Ref.DBU/Reg/25/2423　　　　　　　　　　**Dated: 05 August, 2025**

NOTIFICAITON

Academic Calendar – OL & ODL July to December, 2025

The Academic Calendar for Online Programmes of CDOE for the session July - December 2025 programmes UG/PG (July 2025) DBU CDOE is notified as follow:-

Sr. No.	Activities	Date(s) – Semester - I
1	Start of the semester- UG/PG – intake July 2025 (freshmen)	23.08.2025
2	Orientation and Induction Programs for all UG/PG Programs (Weekend only)	24.08.2025
3	Release of Academic Content (As per four Quadrant Approach) on LMS on the weekly basis of UG/PG Programs.	23.08.2025 to 30.11.2025
4	Release of Graded Assignments on LMS for all UG/PG Programs.	Assignments – I : 06.09.2025 Assignments – II : 11.10.2025
5	Live session by Course Coordinators and Corporate Mentoring Session / Master Class.	As per Programs modules – Refer to weekly Notifications on LMS.
6	Mid – Semester Feedback on LMS for all UG/PG Programs.	15.10.2025 to 17.10.2025
7	Open House session with Higher Officials of Desh Bhagat University.	30.10.2025 to 31.10.2025
8	Pre-Exam Preparation (Datasheet Announcement , Due Clearances, Slot finalization, Question Paper Submission and Admit card Generation)	01.11.2025 to 30.11.2025
9	End – Term Semester Online Exam through LMS (Proctored)	13.12.2025 to 03.01.2026
10	Result Declaration (Tentatively)	31.01.2026
11	Exam Results Grievance redressed.	05.02.2026 to 06.02.2026
12	Last Date of Payment of fee for Next Semester.	10.02.2026
13	Start of New Session (Tentatively)	As per UGC DEB notification for January, 2026.

Note: Expert Session by Course Coordinators/ Corporate will be held as per availability on real time basis.

Registrar 5/8/25
REGISTRAR
DESH BHAGAT UNIVERSITY
MANDI GOBINDGARH (PB.)

Annexure-III

s.no	Existing Batch (Jan 2025)	Current Batch (July 2025)
1	28 August 2025	13 and 27 September 2025

Annexure-IV

Status of LMS and E-Content

Sr. No	Programs	LMS status	E-Content in book form
1	B.A	Completed	Completed
2	M.A English	Completed	Completed
3	M.A Punjabi	Completed	OL
4	M.A. Hindi	Completed	OL
5	MCA	Completed	Completed
6	BBA	Completed	Completed
7	BCOM	Completed	Completed
8	MBA	Completed	Completed (Specialization in progress)
9	MCOM	Completed	Completed
10	M.A. History	Completed	OL
11	M.A. Political Science	Completed	OL

Annexure-V

List of Proposed Seminars/ Faculty Development Programmes

s.no	Details	Period
1	Faculty Development Programme for E-content	15 September to 20 September 2025
2	Seminar on NEP 2020	30 and 31 October 2025
3	Workshop on Hands on training for insights into ODL and OL	15-17 December 2025

Desh Bhagat University's Center for Open Distance Learning and Online Learning Hosts CIQA Meeting

August 19, 2025

Sri Fatehgarh Sahib/August 19:

(Ravinder Singh Dhindsa)

The Center for Open Distance Learning and Online Learning at Desh Bhagat University convened a meeting of its Center for Internal Quality Assurance (CIQA) at Hind Di Chadar. The session began with a warm welcome by Registrar Dr. Surinder Pal Kapoor. The meeting was graced by distinguished external experts, including Dr. Sandeep Kajal, Deputy Registrar (Results) and former Director of the Distance Learning Programme at I.K. Gujral Punjab Technical University, and Dr. Amita Kaistha, Assistant Professor at the Center for Distance and Online Learning, Punjabi University, Patiala. Prof. (Dr.) H.K. Sidhu, Director of ODL and OL, and Member Secretary of CIQA, DBU presented key agenda items focusing on admission status, e-

and OL, and Member Secretary of CIQA, DBU presented key agenda items focusing on admission status, e-content development, Learning Management System (LMS) enhancements, Faculty Development Programs (FDPs), and seminars aimed at strengthening the quality of open and online learning programs.

The meeting emphasized the university's commitment to ensuring continuous quality assurance and enhancement in its distance and online education initiatives. Concluding the session, Dr. H.K. Sidhu expressed gratitude to all participants for their valuable contributions.

देश भगत विश्वविद्यालय के मुक्त दूरस्थ शिक्षा एवं ऑनलाइन शिक्षण केंद्र ने बैठक का आयोजन किया

August 19, 2025

श्री फतेहगढ़ साहिब/19 अगस्त:
(रविंदर सिंह ढींडसा)

देश भगत विश्वविद्यालय के मुक्त दूरस्थ शिक्षा एवं ऑनलाइन शिक्षण केंद्र ने हिंद दी चादर में अपने आंतरिक गुणवत्ता आश्वासन केंद्र (CIQA) की बैठक आयोजित की। सत्र की शुरुआत रजिस्ट्रार डॉ. सुरिंदर पाल कपूर के गर्मजोशी भरे स्वागत के साथ हुई।इस बैठक में प्रतिष्ठित बाहरी विशेषज्ञों ने भाग लिया, जिनमें डॉ. संदीप काजल, उप रजिस्ट्रार (परिणाम) और आई.के. गुजराल पंजाब तकनीकी विश्वविद्यालय में दूरस्थ शिक्षा कार्यक्रम के पूर्व निदेशक और डॉ. अमिता कैस्थ, पंजाबी विश्वविद्यालय, पटियाला के दूरस्थ एवं ऑनलाइन शिक्षण केंद्र की सहायक प्रोफेसर शामिल थीं। देश भगत उनिवेर्सित्य के ओडीएल और ओएल के निदेशक और सीआईक्यूए के सदस्य सचिव प्रो. (डॉ.) एच.के सिद्धू ने प्रवेश की स्थिति, ई-सामग्री विकास, शिक्षण प्रबंधन प्रणाली (एलएमएस) में सुधार, संकाय विकास कार्यक्रम (एफडीपी) और मुक्त एवं ऑनलाइन शिक्षण कार्यक्रमों की गुणवत्ता को सुदृढ़ करने के उद्देश्य से आयोजित सेमिनारों पर केंद्रित प्रमुख एजेंडा प्रस्तुत किए।

विकास, शिक्षण प्रबंधन प्रणाली (एलएमएस) में सुधार, संकाय विकास कार्यक्रम (एफडीपी) और मुक्त एवं ऑनलाइन शिक्षण कार्यक्रमों की गुणवत्ता को सुदृढ़ करने के उद्देश्य से आयोजित सेमिनारों पर केंद्रित प्रमुख एजेंडा प्रस्तुत किए। बैठक में विश्वविद्यालय की दूरस्थ और ऑनलाइन शिक्षा पहलों में निरंतर गुणवत्ता आश्वासन और सुधार सुनिश्चित करने की प्रतिबद्धता पर ज़ोर दिया गया। सत्र का समापन करते हुए, डॉ. एच.के. सिद्धू ने सभी प्रतिभागियों के बहुमूल्य योगदान के लिए आभार व्यक्त किया।