

**OFFICE OF THE REGISTRAR
MEWAR UNIVERSITY GANGRAR, CHITTORGARH (RAJ.)**

Ref. No.: MU/RO/2026/ 530

23rd February , 2026

Office Order

Subject: Constitution a Centre for Internal Quality Assurance (CIQA) Committee.

In pursuance of the approval of the Competent Authority and in accordance with the provisions of the University Grants Commission (UGC) and Distance Education Bureau (DEB) Regulations governing Online and Open & Distance Learning programmes, Mewar University, Chittorgarh hereby constitutes the **Centre for Internal Quality Assurance (CIQA)** under the **Centre for Distance and Online Education (CDOE)**, Mewar University, Gangrar, Chittoragrh-Rajasthan.

The CIQA shall function as the institutional mechanism for promoting, monitoring, and enhancing the quality of academic planning, teaching-learning processes, learner support services, assessment, governance, and continuous quality improvement in Online Education.

The following members are hereby nominated to the CIQA Committee with immediate effect:

Category	Name	Role
Chairperson	Prof. (Dr.) Alok Misra Vice Chancellor	Chairperson
Senior teachers from HEI	Dr. Rekha Shrama, Professor	Member
	Dr. Priyanka, Associate Professor	Member
	Dr. Anita, Assistant Professor,	Member
	Dr. Geetanjali Shrama, Assistant Professor	Member
Heads Department offering recognized programs	Dr. Rajesh Bhatt, Assistant Professor Management	Member
	Dr. Shagufta Khan, Associate Professor, Management	Member
Two external expert	Prof. (Dr.) Kiran Kumar Agrawal, Professor NMIMS University, Ahmedabad	Member
	Prof. (Dr.) Bhagwati Charan Shukla, Professor RNT University, Bhopal	Member
Official from Administration and finance	Dr. Chandikaditya Kumawat, Registrar	Member
	Dr. Deepti Shastri, Deputy Registrar	Member
	Mr. Deshbandhu Purbiya, Finance Officer	Member
	Mr. Ravi Kumar Verma Asst. CoE	Member
Director - Centre for Internal Quality Assurance	Dr. Sadhana Mandloi, Professor Director - CDOE	Member Secretary


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The Centre for Internal Quality Assurance (CIQA) shall:

1. Develop and implement institutional quality assurance policies for Online Education programmes.
2. Ensure compliance with the UGC (ODL & Online Programmes) Regulations, statutory requirements, and University ordinances.
3. Monitor academic planning, curriculum delivery, learner support services, assessment processes, and examination systems.
4. Review the quality of e-Learning Material (e-LM), multimedia content, and Learning Management System (LMS) resources.
5. Recommend measures for continuous quality improvement through periodic academic and administrative reviews.
6. Promote innovation, digital pedagogy, faculty development, and technology-enabled learning.
7. Review learner feedback, stakeholder satisfaction, and programme outcomes for continuous enhancement.
8. Submit periodic quality assurance reports and recommendations to the statutory authorities of the University.
9. Facilitate internal and external quality audits of Online Education programmes.
10. Perform such other functions as prescribed under the UGC Regulations or assigned by the University from time to time.

Functions of the CIQA

The CIQA shall perform the following functions:

- Develop quality benchmarks for Online Education programmes.
- Monitor adherence to academic calendars, curriculum implementation, and instructional design.
- Ensure quality in admissions, learner support, counselling, mentoring, examinations, and evaluation.
- Review the effectiveness of ICT infrastructure, LMS, digital repositories, and online learner support mechanisms.
- Monitor faculty development programmes and capacity-building initiatives.
- Ensure implementation of student grievance redressal and feedback mechanisms.
- Review programme outcomes, learner progression, completion rates, and placement-related data.
- Recommend improvements based on quality audits, stakeholder feedback, and regulatory observations.
- Maintain records and documentation required for inspections by UGC-DEB and other statutory bodies.
- Prepare and submit Annual Quality Assurance Reports and other regulatory reports as prescribed.


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Meetings

1. The CIQA shall ordinarily meet at least once every quarter, or more frequently if required.
2. The quorum for the meeting shall be one-third of the total members, including the Chairperson or Member Secretary.
3. Minutes of every meeting shall be recorded and placed before the competent authority for approval and implementation.

Tenure

The members of the Committee shall ordinarily hold office for three years or until further orders of the Competent Authority, whichever is earlier. Any vacancy shall be filled by nomination of the Competent Authority.

This Office Order shall come into force with immediate effect.

Copy to:

1. PS to Hon'ble Chairperson – for kind information.
2. PS to Hon'ble President – for kind information.
3. Vice Chancellor/Deans/Directors/Controller of Examinations.
4. All Heads of Departments/Assistant Registrar (Research).
5. IQAC Cell.
6. Admission, Examination, Accounts, IT Support, Stores, and Library.
7. Office Record.


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