



UNIVERSITY

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"CELEBRATING DREAMS"

No.ITMU/RO/Order/CIQA/2026/215A

June 18, 2026

OFFICE ORDER

Constitution of Centre for Internal Quality Assurance (CIQA) Committee

In accordance with the provisions of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, the Centre for Internal Quality Assurance (CIQA) Committee of ITM University, Gwalior is hereby constituted as under:

S.No.	Category	Name and Designation of the officials	Role
1.	Chairperson	Prof. (Dr.) Yogesh Upadhyay - Hon'ble Vice Chancellor	Chairperson
2.	Senior Teachers from HEI	Prof. (Dr.) Ranjeet Singh Tomar - Dean Academics	Member
3.		Prof. (Dr.) Vani Agrawal – Dean, School of Computing & Intelligence System	Member
4.		Dr. Manish Sharma - Dean, School of Sciences	Member
5.	Head of Three Dept/School offering recognized programmes	Dr. Nidhi Dandotiya, Assoc. Professor, School of Computing & Intelligence System	Member
6.		Ms. Bharti Gole, Asst. Professor, School of Computing & Intelligence System	Member
7.		Ms. Ameya Chauhan - Asst. Professor, ITM School of Business & Leadership	Member
8.	Two External Experts	Dr. S.N. Mohapatra, Professor & Head, Dept. of Earth Science, Jiwaji University, Gwalior	Member
9.		Dr. S.K. Sharma, Dy. Director, MP Bhoj Open University Regional Centre, Gwalior	Member
10.	Officials from Administration and Finance	Mr. Ajay Khatri, CF&AO	Member
11.		Mr. Pawan Shukla, Asst. Registrar, Dept. of Regulatory Affairs	Member
12.	Director, CIQA	Prof (Dr.) Mukesh Pandey - Dean, SOET	Member Secretary

The Committee shall perform its functions in accordance with the applicable **UGC-DEB norms** and shall oversee the internal quality assurance of the University's ODL and Online Learning programmes.

The tenure of the nominated members shall be **two years**, unless otherwise decided by the Competent Authority.

The order has approved by Hon'ble Vice Chancellor.


REGISTRAR

Copy to:

1. Hon'ble Chancellor
2. Hon'ble Pro-Chancellor
3. Hon'ble Vice-Chancellor
4. Director/Dy. Director, CDOE
5. All Dean/HODs
6. All Concerned Members




DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior

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

Date: 29th June 2026
Time: 3:30 PM
Venue: Conference Hall, Ground Floor, MG Block, Turari Campus

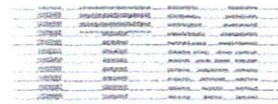
A meeting of the **Centre for Internal Quality Assurance (CIQA) Committee** was held on 29th June 2026 under the Chairpersonship of the Vice-Chancellor, ITM University, Gwalior, to discuss the establishment and functioning of the CIQA in accordance with the applicable UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

The following members were present:-

S. No.	Name & Designation	Role in CIQA
1.	Prof. (Dr.) Yogesh Upadhyay - Hon'ble Vice Chancellor	Chairperson
2.	Prof. (Dr.) Ranjeet Singh Tomar - Dean Academics	Member
3.	Prof. (Dr.) Vani Agrawal – Dean, School of Computing & Intelligence System	Member
4.	Dr. Manish Sharma - Dean, School of Sciences	Member
5.	Dr. Nidhi Dandotiya, Assoc. Professor, School of Computing & Intelligence System	Member
6.	Ms. Bharti Gole, Asst. Professor, School of Computing & Intelligence System	Member
7.	Ms. Ameya Chauhan - Asst. Professor, ITM School of Business & Leadership	Member
8.	Dr. S.N. Mohapatra, Professor & Head, Dept. of Earth Science, Jiwaji University, Gwalior	Member
9.	Dr. S.K. Sharma, Dy. Director, MP Bhoj Open University Regional Centre, Gwalior	Member
10.	Mr. Ajay Khatri, CF&AO	Member
11.	Mr. Pawan Shukla, Asst. Registrar, Dept. of Regulatory Affairs	Member
12.	Prof (Dr.) Mukesh Pandey – Director, CIQA	Member Secretary

Mukesh Pandey

Manish
DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior



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AGENDA ITEM NO. 1

Confirmation of Constitution of CIQA

The Committee was apprised of the constitution of the **Centre for Internal Quality Assurance (CIQA)** as per the applicable UGC-DEB norms.

Decision:

The Committee noted the constitution of CIQA and unanimously agreed to undertake its functions in accordance with the UGC-DEB Regulations and applicable guidelines.

AGENDA ITEM NO. 2

Quality Assurance Framework for ODL and Online Learning Programmes

The Committee discussed the need to establish a systematic quality assurance mechanism covering academic planning, curriculum, learning materials, learner support, assessment, examinations, feedback and continuous improvement for programmes offered/proposed to be offered through ODL and Online Learning modes.

Decision:

It was resolved that a comprehensive **CIQA Quality Assurance Framework** shall be developed and implemented for monitoring the quality of ODL/Online Learning programmes.

AGENDA ITEM NO. 3

Quality Assurance of Learning Materials

The Committee discussed the prescribed quality requirements for learning materials, including **Self-Learning Material (SLM)** for ODL programmes and **E-Learning Material (E-LM)** in the prescribed Four-Quadrant format for Online Learning programmes.

Decision:

It was resolved that the CIQA shall periodically review and monitor the quality, adequacy and updation of SLM/E-LM and ensure compliance with applicable UGC-DEB requirements.

AGENDA ITEM NO. 4

Monitoring of Learner Support and Academic Delivery

The Committee discussed the importance of learner support, counselling/mentoring, academic interaction, learner feedback and grievance redressal mechanisms.

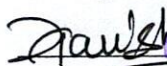
Decision:

The Committee resolved that appropriate monitoring mechanisms shall be established for learner support services and academic delivery, and periodic feedback shall be obtained and analysed for continuous improvement.

AGENDA ITEM NO. 5

Internal Quality Audit and Compliance Monitoring

The Committee discussed the requirement for periodic review of the University's ODL/Online Learning processes and maintenance of appropriate records for regulatory compliance.


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Decision:

It was resolved that the **Director, CIQA** shall coordinate periodic internal quality reviews/audits and maintain the requisite records, reports and compliance documents for consideration of the CIQA Committee.

AGENDA ITEM NO. 6

CIQA Annual Report and Regulatory Compliance

The Committee discussed the preparation of the **CIQA Annual Report** and other reports/documents required under the UGC-DEB framework.

Decision:

The Committee resolved that the Director, CIQA shall coordinate the preparation of the CIQA Annual Report and ensure its submission to the competent statutory authority and UGC-DEB, wherever applicable.

AGENDA ITEM NO. 7

Any Other Matter with the Permission of the Chair

No other matter was taken up.

Conclusion

The Chairperson advised all concerned members to ensure strict compliance with the applicable UGC-DEB norms and to work towards establishing a robust and transparent quality assurance mechanism for the University's ODL and Online Learning programmes.

The meeting concluded with a **vote of thanks to the Chair**.

Prepared/Verified by-

Prof. (Dr.) Mukesh Pandey
Director, CIQA cum Member Secretary

Approved by-

Prof. (Dr.) Yogesh Upadhyay
Vice-Chancellor/Chairperson

DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior