

# Swami Rama Himalayan University

## Office of the Registrar

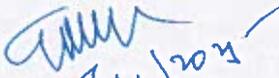
SRHU/Reg/OO/2025- 319

Date: 15<sup>th</sup> November, 2025

### OFFICE ORDER

1. Further to the Office Order No. SRHU/Reg./OO/2025-305 dated 28<sup>th</sup> October 2025, the Centre for Internal Quality Assurance (CIQA) is hereby constituted under CDOE in the University, in compliance with the UGC (Open and Distance Learning and Online Programmes) Regulations, 2020. The Committee shall constitute the following:

1.	Vice Chancellor	Chairperson
2.	<u>Three senior teachers of Higher Educational Institution:</u> (a) Prof. (Dr.) Vijendra D. Chauhan (b) Prof. (Dr.) Ashok Kumar Deorari (c) Dr. Rajat Praveen Dimri	Members
3.	<u>Head of three Departments or School of Studies offering recognized programmes in Open and Distance Learning and Online mode:</u> (a) Dean, School of Biosciences (b) Dean, School of Engineering & Technology (c) Principal, School of Management Studies	Members
4.	<u>Two external experts of Open and Distance Learning and/or Online education:</u> (a) Professor, Subhash Dhuliya, Former Vice-Chancellor, Uttarakhand Open University, Haldwani, Uttarakhand, Professor at IIMC, IGNOU & Central University of Rajasthan (b) Professor, Shachi Shah, Director, Centre for Online Education at IGNOU, New Delhi	Members
5.	<u>Officials from the Administration and Finance departments of the Higher Educational Institution:</u> (a) Registrar (b) Finance Officer (c) Controller of Examinations (d) Director, CDOE	Members
6.	<u>Director, Centre for Internal Quality Assurance:</u> Dr. Som Aditya Juyal	Member & Secretary

  
15/11/2025

2. Terms & Conditions:

S. No.	Clause	Details
1.	Quorum	$\frac{2}{3}$ of the total members
2.	Tenure of the Committee	Not Applicable
3.	Tenure of the Chairperson	Not Applicable
4.	Tenure of Members other than ex-officio members	Two Years
5.	Frequency of Meetings	At least Once in a semester
6.	Meeting Notice and Agenda	The Secretary with prior approval of the Chairperson shall circulate the Meeting Notice and Agenda to all the members at least seven (7) working days prior to date of the meeting.
7.	Minutes of the Meeting	The Secretary shall record the minutes of the meetings and the same shall be signed by the Chairperson and the Secretary. A signed copy of the minutes of each meeting shall be forwarded to the Registrar within three (3) working days from the date of the meeting.
8.	Duties and functions of the Committee	<p>(a) To oversee the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes.;</p> <p>(b) To facilitate adoption of instructional design requirements as per the philosophy of the Open and Distance Learning and/or Online learning decided by the statutory bodies of the HEI for its different academic programmes.;</p> <p>(c) To promote automation of learner support services of the Higher Educational Institution;</p> <p>(d) To coordinate with external subject experts or agencies or organizations, the activities pertaining to validation and annual review of its in-house processes;</p> <p>(e) To coordinate with third party auditing bodies for quality audit of programme(s);</p> <p>(f) To oversee the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution;</p> <p>(g) To promote collaboration and association for quality enhancement of Open and Distance Learning and Online modes of education and research therein;</p> <p>(h) To facilitate industry-institution linkage for providing exposure to the learners and enhancing their employability.</p>

  
15/11/2015

3. This bears approval of the competent authority.

  
15/11/2023  
Registrar

Copy to:

Hon'ble President  
Hon'ble Vice Chancellor  
Director General (Academic Development)  
Pro Vice Chancellor  
Heads of Constituent Academic Units  
Finance Officer  
Controller of Examinations  
University Librarian  
OSD to President  
Medical Superintendent  
Director, CDOE  
Director, Students' Affairs & Welfare  
Director, Research  
Director, IQAC  
Director, CCRC  
Director, Nursing  
Director, HCIE  
Nursing Superintendent

} *for kind information please*

The Presidential Body, HIHT  
Director, RDI  
Director, SRC  
Advisors  
Director, Operations  
Director, Hospital Services  
Chief Human Resource Officer  
GM-IT Deptt.  
GM-MMD  
GM-MT  
DGM-Infrastructural Dev. & Maint. Deptt.  
Head Audit Deptt.  
Head Legal Deptt.  
Incharge – Admissions Deptt.  
Incharge – Placements Deptt.  
Incharge – CPACE Communications  
Incharge – CPACE Student Development  
Manager – Estate  
Manager – Publicity & Media Deptt.  
Dy. Security Officer