



Minutes of the 4th Meeting

Centre for Internal Quality Assurance (CIQA) Committee, MAHER

On 24th July 2026 at 11:30 AM in the Board Room

Google Meet: <https://meet.google.com/nsz-nwmc-fcd>

Agenda Number	Agenda	Resolutions
4.1	To review the minutes of the meeting and the action taken report of 3rd CIQA Meeting held on 06.02.2026.	The Minutes of the meeting and the action take report of the 3rd CIQA meeting were reviewed and approved.
4.2	To Approve the Academic Calendar for the three online programs in the Academic Year 2026–2027.	The Committee reviewed the proposed Academic Calendar for the three online programs for the Academic Year 2026–2027 and approved the same for implementation, subject to any statutory amendments, if required.
4.3	To review revision of Admission Cycle for Online Programmes.	The Committee reviewed the revised Admission Cycle for the Online Programmes and resolved to adopt the revised schedule in accordance with the UGC (ODL & Online Programmes) Regulations and institutional requirements.
4.4	To review the existing Quality Assurance Initiatives including E-content, LMS utilization.	The Committee reviewed the existing quality assurance initiatives relating to e-content development and LMS utilization. It was resolved to strengthen learner engagement by incorporating module-wise quizzes, discussion forums, case studies, and interactive learning activities, while periodically monitoring learner participation and course completion through LMS analytics for continuous quality improvement.
4.5	To discuss any other matter with the permission of the Chair.	- With the permission of the Chair, the Committee advised the Centre for Online Education (CFOE) to organize monthly one-hour online faculty development sessions to enhance faculty competencies in the use of online content creation tools. - The Chair also recommended incorporating closed captions/subtitles in all video lectures to improve accessibility and support comprehension. - Regarding the conduct of online examinations, the Committee confirmed that the examination process was being conducted smoothly and that no discrepancies or issues had been reported.

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