Ref - JNCT/IQAC/24/103

Minutes of Meeting (MoM) for IQAC Academic Audit Committee (AAC) –

Departmental Internal Audit Assignment

Date: [26/7/24]
Time: [11:30am]
Venue: [conference room]
Attendees:

1. Dr. Amzad Quazi (Member)
2. Dr.N.P.singh(chairperson)
3. Dr. Bushra Fatima (Member)
4. Dr. Akanksha Sharma (Member)
5. Mr. Abhishek Singh Chauhan (Member)
6. Dr. Ayonija Pathre (Head)
7. [List is attached below]

Agenda of the Meeting:

1. Approval of Previous MoM
2. Internal Audit Assignments to AAC Members
3. Discussion on Audit Focus Areas
4. Action Plan for Departmental Internal Audits
5. Timeline and Reporting Format

Proceedings:

1. Approval of Previous MoM:

- The minutes of the previous meeting were reviewed and approved with no amendments.
- Proposed by: Dr. Ayonija Pathre
- Seconded by: Dr. Bushra Fatima

2. Internal Audit Assignments to AAC Members:

- Dr. Ayonija Pathre explained the new initiative where each member of the Academic Audit Committee (AAC) will be assigned to conduct internal audits in specific departments.
- The aim is to enhance the quality and consistency of departmental activities and ensure alignment with the institute's academic goals.

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- The following departmental assignments were made:

  - Dr. Ayonija Pathre
  - Dr. Amzad Quazi
  - Dr. Bushra Fatima
  - Dr. Akanksha Sharma
  - Mr. Abhishek Singh Chauhan

3. Discussion on Audit Focus Areas:

- Dr. Ayonija Pathre emphasized key areas to be focused on during the internal audits:

  - **Course Files:** Ensure completeness, standardization, and alignment with the syllabus
  - **Internal Assessments:** Review the consistency and transparency in grading, and the relevance of assessment methods.
  - **Technical Activities:** Evaluate the quality and frequency of technical events, workshops, and seminars.
  - **Student Feedback:** Collect and analyze student feedback on teaching, resources, and overall academic experience.
  - **Labs & Infrastructure:** Assess the current state of laboratories, equipment, and stock records.
  - **Internships & Projects:** Review the process for assigning internships and monitor student projects.

- **Action:** Each member will create a checklist to review their assigned areas in their respective departments.

4. Action Plan for Departmental Internal Audits:

- Dr. Ayonija Pathre outlined the process for conducting the internal audits:

  - **Step 1:** Review department-specific documents (course files, syllabi, exam papers, etc.).
  - **Step 2:** Visit departments and conduct discussions with faculty and staff.
  - **Step 3:** Collect student feedback on the courses and teaching methods.
  - **Step 4:** Identify gaps, concerns, and areas for improvement within the department.
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- o **Step 5:** Draft a report with findings, action points, and recommendations for improvements.

- **Action:** Each member is expected to conduct their audit and submit a preliminary report by mid and end of semester.

5. Timeline and Reporting Format:

- The committee discussed the timeline for the audits. Each member will complete the departmental audit within the next few weeks.

- The final report should be submitted in a standardized format that includes:

  - o Department name

  - o Areas audited

  - o Key findings and observations

  - o Recommendations and action items

  - o Timeline for implementation of suggestions

- **Action:** Dr. Ayonija Pathre to circulate the reporting template to all members.

Action Points:

1. **Action:** Conduct internal audits as per the assigned departments and focus areas.
   Responsible: Dr. Bushra Fatima
   Deadline: [Mid & End Semester]

2. **Action:** Prepare a checklist to guide the audit process in each assigned area (course files, assessments, technical activities, etc.).
   Responsible: Dr. Amzad Quazi
   Deadline: [23/7/2024]

3. **Action:** Submit the final departmental audit report with findings and recommendations.
   Responsible: Dr. Akanksha Sharma
   Deadline: End of the Semester

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4. **Action:** Distribute the reporting template for the departmental audit report.
   Responsible: Mr. Abhishek Singh Chauhan
   Deadline: [23/7/2024]

Thanks & Regards
IQAC,Convener

Thanks & Regards
IQAC, Member

With Best Regards
IQAC,Chairperson

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DATE. 26/7/2024

IQAC-MINUTES OF MEETING

ATTENDANCE SHEET

S.NO.	MEMBER NAME	SIGN
01.	DR. AMZAD OUAU	
02.	Samir Purohit	
03.	Nivedita Tiwari	
04	Pankaj Pandey	
05	Mansingh Jadav	
06	Amit Sawaskade	
07	Dr. Ayonija / Dr. N.P. Singh	
08	Dr. Ayonija Pathe	
09	Dr. Neha Sharma	
10.	Dr. Bushra Fatima	
11.	Dr. Alcamlesh sharma	

Thanks & Regards
IQAC, Co-ordinator

With Best Regards
IQAC, Chairperson