

JAI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL



(AN ISO 9001:2000 Certified College)
New Chouksey Nagar, Berasia Road, Bhopal-462038
Phone No.: (0755) 6615600, 6615607
E-mail : registraroffice@jnctbhopal.ac.in URL: www.jnctbhopal.ac.in

Ref NO : JNCT/IQAC/24/104

Minutes of Meeting (MoM)

IQAC-Internal Audit Committee

Date: 31/07/2024

Venue: conference room

Time: 2:30pm

Agenda:

To finalize the schedule and process for conducting internal audits of departmental activities during the semester.

Members Present:

1. Dr.N.P. Singh, Chairperson
2. Dr. Amzad Quazi (Member)
3. Dr. Bushra Fatima (IQAC Coordinator)
4. Dr. Akanksha Sharma (Member)
5. Mr. Abhishek Singh Chauhan (Member)
6. Dr.Vivek Dubey, Member
7. Dr.Ayonija Pathre, IQAC Coordinator
8. Dr.Neha Sharma,(Member)
9. [List is attached below]

Discussion Points:

1. The committee discussed the importance of regular internal audits for academic and administrative quality assurance.
2. It was agreed that each department would be audited **twice during the semester**.
 - o **First Audit:** To be conducted **after the First Mid-Semester Test (MST)** to review teaching plans, syllabus coverage, academic records, and feedback.
 - o **Second Audit:** To be conducted **at the end of the semester** focusing on syllabus completion, attendance records, internal assessment documentation, and other departmental activities.
3. Departments will be notified in advance, and standard audit formats/checklists will be used.
4. Departments must submit required documentation before each audit for review.
5. Suggestions and findings from the audit will be submitted to the IQAC and the Principal for further action.

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Resolution:

It was unanimously resolved that the **internal audits will be scheduled twice per semester**—once after the first MST and once at the end of the semester. Departments are expected to cooperate fully with the committee.

Meeting Concluded at: [2:30pm]


Thanks & Regards
IQAC, Coordinator 1


Thanks & Regards
IQAC, Coordinator


With Best Regards
IQAC, Chairperson

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DATE. 31/7/2024

IQAC-MINUTES OF MEETING

ATTENDANCE SHEET

S.NO.	MEMBER NAME	SIGN
1	Sameer Purohit	
2.	DR. ANZAD QAZI	
3.	Nivedita Tiwari	
4.	Pankaj Pandey	
05	Mansingh Jaleel	
06	Amit Sawastade	
07	Dr. N.P. Singh	
08	Dr. Ayonija Pathe	
09	Dr. Bushra Fatima	
10	Dr. Akanksha Sharma	

Thanks & Regards
IQAC, Co-ordinator

With Best Regards
IQAC, Chairperson