

Ref No: MIET/ADM/OCD/2024-25/086

Dated: 06.01.2025

**Academic Audit Committee**

An academic audit committee has been constituted which consist of the members as per the details mentioned below.

**Functions of Academic Audit Committee:**

- (i) To ensure Academic audit/visits and proper maintenance of academic records - lesson plan, syllabus coverage, attendance registers,
- (ii) To ensure Continuous Internal Evaluation for laboratory.
- (iii) To ensure quality of course file/e-content, assignments, question bank.
- (iv) To ensure fulfilment of vision of institute by implementing OBE model in all the programs.

**Composition of Academic Audit Committee:**

S. No.	Name	Designation	Details
1	Dr. Sanjeev Singh	Chairperson	Dean Academics
2	Dr. Vipin Kr. Garg	Member	Professor – BP
3	Dr. Ashima Kathuria	Member	Professor – BT
4	Dr. Subodh Kumar Tripathi	Member	Professor – ECE
5	Dr. Shashank Goel	Member	Assoc. Prof. – MBA
6	Mr. Praveen Kumar Mishra	Member	Assoc. Prof. – CSE(DS)
7	Mr. Avinash Kumar	Member	Asst. Prof. – EE
8	Mr. Kunwar Babar Ali	Member	Asst. Prof. – CSE(AI)
9	Mr. Praveen Kr. Chakravarti	Member Convener	IQAC Coordinator

Chairperson is requested to conduct meeting as and when required with all the members/associated personnel once at the end of each semester. Academic audit report needs to be submitted to Director Office.

**Role of Member Convener:** The Member-Convener shall with the approval of the Principal Convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee.

  
Prof. (Dr.) Sanjay Kr. Singh  
(Director)

**Copy for information and necessary compliance**

- 1) Honorable Chairman / Vice Chairman (for Information)
- 2) Principal / Dean Academics / Dean student welfare / Dean first year
- 3) All HODS/ IQAC /Chief Proctor /Registrar office / HR office
- 4) ERP, website, Account Section, Transport, Hostel Warden, Notice Boards.