

Date : March 31, 2023

Circular

Academic Audit # Process Document # 2022-23

All the HODs are requested to ensure the compliance of below mentioned procedure regarding the Academic Audit : 2022-23 (Odd and Even Semester) :

S. No.	Description	Timeline	Scheduled date (Odd Sem : 2022-23)
For Odd Sem and Even Sem (Schedule of Even Sem will be declared separately)			
1	Issue of Academic Audit Form (for each semester) by IQAC	End of Odd Sem Exams	April 01, 2023
2	Submission of duly filled-in Academic Audit Form with all supporting documents to IQAC within 2-weeks of providing the Academic Audit Form	Within 2 weeks	April 15, 2023
3	Handing-over these collected documents to Internal Academic Audit Committee (concerned) by IQAC	Next 1 week	April 18, 2023
4	Physical Verification of Documents by Internal Academic Audit Committee (concerned) and submission of Observations by Internal Academic Audit Committee (concerned) to IQAC	Within 1 week	April 25, 2023
5	Submission of Observations of Internal Academic Audit Committee to External Academic Audit Team (comprising of minimum 3 members; IQAC-1, External Members – 1 or 2, HOD / Professor of concerned program – 1)	Within 1 week	April 29, 2023
6	Issuance of Observations and Measures Taken by IQAC (on the basis of observations of Internal Academic Audit Committees	Within 1 Week	May 06, 2023
For Entire Academic Session (On the basis of Odd and Even Sem Data) : At the End of Session			
7	Review / Physical Verification of Depts / Programs by External Academic Audit Team (Once per Session)		To be declared separately, later.
8	Observations of External Academic Audit Committee		
9	Finalization of Actions / Measures to be Taken by IQAC by taking feedback from all HODs (through IQAC Meeting)		
10	Issuing of Actions / Measures to be Taken by respective departments		
11	Placing these "Actions / Measures to be Taken" on MIET Website		


(Dr. Brijesh Singh)

Director

Copy for information and necessary compliance to :

1. Hon'ble Chairman / Vice-chairman
2. Dean-Academics, Dean-Students' Welfare, Dean-First Year
3. All the HODs, IQAC, Chief Proctor, Chief Warden, Hostel Wardens
4. Registrar, ERP, Transport, Account, Library