

Noida International University
Internal Quality Assurance Cell (IQAC)
Minutes of Meeting

The minutes of meeting of IQAC-Internal audit committee of Noida International University held on 30/10/2019 from 12.00 pm to 01:45 pm in the conference hall of Newton Block.

Agenda of meeting

1. Schedule of Quality Audit works
2. Organization structure of NIU(Noida International University)

Members attended

- | | |
|-----------------------------|--------------------|
| 1. Dr. Basant Kumar Das | - Chairman |
| 2. Dr. A. Shanmuganathan | - Member Secretary |
| 3. Dr. Prabhat Kumar Pandey | - Member |
| 4. Dr. A. Geetha Bhavani | - Member |

Members excused

- | | |
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| 1. Dr. Tanveer Ahmed Wani | - Member |
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The chairman briefed the agenda and open to the committee members for discussion. The points discussed and decisions made are:

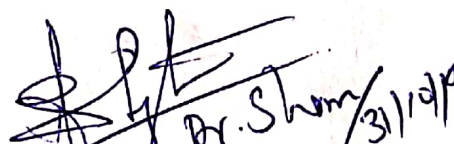
- (a) Next phase of quality audit in NIU will be carried out as scheduled below:

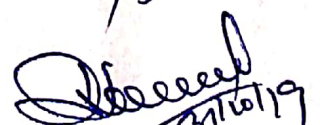
Schedule of auditing work:

S.No.	Name of Schools/Offices	Date of auditing	Remark
1	School of Engineering & Technology	11-11-2019	Day - 1
2	School of Business Management	12-11-2019	Day - 2
3	School of Liberal Arts	13-11-2019 (FN)	Day - 3
4	School of Fine Arts	13-11-2019 (AN)	
5	School of Sciences	14-11-19 & 15-11-19	Day - 4
6	School of Education	18-11-2019 (FN)	Day - 5
7	Center for Research Studies - CRS	18-11-2019 (AN)	
8	School of Nursing	19-11-2019	Day - 6
9	School of Architecture	20-11-2019	Day - 7
10	School of Law & Legal Affairs	21-11-2019 (FN)	Day - 8
11	School of Journalism & Mass Communication	21-11-2019 (AN)	


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12	HR office	22-11-2019 (AN)	Day - 9
13	IT office	25-11-2019 (FN)	Day - 10
14	Placement office	25-11-2019 (AN)	
15	Library	26-11-2019	Day - 11
16	Controller of Examination office	27-11-2019	Day - 12
17	Finance & Accounts office	28-11-2019	Day - 13

A team of IQAC-Internal Audit Members shall conduct the auditing work as per above schedule. The concerned schools and departments shall be intimated well in advance to be prepared with all necessary documents during auditing work.

(b) It is agreed by IQAC-Internal Audit Members to prepare and finalise the organizational structure of Noida International University before 13-11-2019(Wednesday).

Once the audit work is completed, Audit Committee shall prepare a detailed audit report by end of November'2019. Thereafter, IQAC-Auditing members alongwith higher officials of NIU shall present it to the honorable Chairman of NIU revealing the "AS-IS" condition of audit report.

Finally, the chairman concluded the meeting by thanking all members of Internal Audit Committee for their constructive suggestions and active participation.

Member Secretary

Dr.A.Shanmuganathan

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Chairman

Dr. Basant Kumar Das

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31/10/2019

Cc to:

- Office of Chairman, NIU
- Office of Vice-Chancellor, NIU
- Office of Registrar, NIU
- Office of IQAC unit, NIU
- Office of all Directors/HODs

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