



MAZHARUL ULOOM COLLEGE, AMBUR

(Recognized by UGC under section 2f and 12B, Affiliated to Thiruvalluvar University, Vellore)



Policies

Internal Academic and Administrative Audit Committee



MAZHARUL ULOOM COLLEGE, AMBUR

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT POLICY

Internal Academic and Administrative Audit reviews the processes and procedures used by the IQAC of our college to enhance the quality of the Programs offered and develop a strong outcome-based approach in teaching-learning.

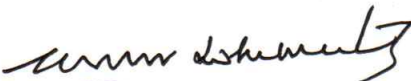
The **main objective of this committee** is to ascertain whether the departments have put in place adequate and effective quality assurance mechanisms in terms of strategies, procedures, their applicability, that ensures quality inputs and consequently quality outputs; their agility in ensuring continuous improvements along with review of available resources, their optimal utilization, additional resource requirements for providing quality education.

The **main objectives** of this committee are:

- To promote self-reflection among all departments of our college being audited.
- To promote self-improvement measures among all departments of our college being audited.
- To conduct quality checks on different activities undertaken in all departments of our college to meet expected outcomes.
- To promote adoption of best practices in all department of our college.

Document Policies of this Committee:

- The **Internal Academic and Administrative Audit Committee** consists of **One Convener and Five Senior Faculty Members** nominated by Competent Authority of the college.
- **Internal Audit** should be conducted every year after the submission of AQAR.
- **External Audit** should be conducted on the recommendation of Internal Audit Committee.
- This audit committee should visit and conduct onsite evaluation through check of documents and interaction with stakeholders.
- This audit committee should be prepared citing commendation, affirmation and recommendation for each department.
- This audit committee should assess the activities involved in teaching-learning process, student learning assessment process and student engagement programs.


SECRETARY
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- This audit committee should assess the quality and quantity of research outcomes of the teaching staff and research scholars.
- This audit committee should assess the quality of resources and general ambience from perspective of meeting the learning outcome.
- This audit committee should assess the process of conduct and document archival in the examination section.
- This audit committee should assess the process of conduct, document archival and promotion of student support activities and services.
- Both **Internal and External Audit reports** should be presented before the College Management Committee for the review and enhancement of teaching-learning for a sustainable development of the college.