

MANAV RACHNA UNIVERSITY

(Declared as State private University Vide Haryana Act No. 26 of 2014)
under UGC 2 f, 1956)

(NAAC Accredited 'A' Grade)

Plot-B, Sector-43, Aravali Hills, Delhi-Suraj-Kund Road, Faridabad

F.No. MRU/REGR/2024 / 140

Dated: 05.09.2024

OFFICE ORDER

The Competent Authority is pleased to constitute the Academic Audit Committee to review the academic processes and ensure compliance with the institutional standards, continuous improvement in teaching and learning, and alignment with accreditation requirements:-

- | | |
|---|-----------------|
| 1. Dr. Prashant Bhardwaj, Associate Professor, ME | -Chairperson |
| 2. Mr. Piyush Mahendru, Assistant Professor, ME | -Co-Chairperson |
| 3. Dr. Priyanka Bansal, Professor, ECE | -Member |
| 4. Dr. Neelu Chaudhary, Associate Professor, CST | -Member |
| 5. Dr. Savita Sharma, Associate Professor, Education | -Member |
| 6. Dr. Manisha Narula, Associate Professor, Law | -Member |
| 7. Ms. Vandana Zutshi Bhat, Assistant Professor, Management | -Member |
| 8. Dr. Moditma, Assistant Professor, Sciences | -Member |
| 9. Dr. Advin Masih, Assistant Professor, Sciences | -Member |
| 10. Dr. Harsha Devnani, Assistant Professor, Sciences | -Member |
| 11. Dr. Arvinder Kaur, Assistant Professor, Education | -Member |
| 12. Dr. Arushi Malik, Assistant Professor, Law | -Member |
| 13. Ms. Tamanna Sachdeva, Assistant Professor, CST | -Member |
| 14. Mr. Bhanu Pratap Chaudhary, Assistant Professor, ECE | -Member |

Roles & Responsibilities of the team:

- **Course Planning and Delivery:** Examine course plans, including lecture schedules, teaching methods, and materials used. Assess whether the course delivery is consistent with the syllabus and academic standards.
- **Assessment Methods:** Review the types of assessments used (exams, assignments, quizzes, projects) and their alignment with course objectives.
- **Resource Utilization:** Verify the use of recommended textbooks, research articles, and other academic resources. Ensure that students have access to all necessary learning materials.

- **Completeness of Course Files:** Ensure that all required documents, such as syllabi, lecture notes, assignments, exams, and grading rubrics, are included in the course files.
- **Consistency Across Sections:** In cases where a course is taught by multiple instructors, ensure consistency in content delivery, assessment, and grading across different sections.
- **Record of Changes:** Review records of any changes made to the course over time, including updates to content, assessments, or teaching methods. Assess the rationale and impact of these changes.
- Ensure correct documentation of file as per the checklist shared by Quality Assurance & Accreditation Cell.

The auditors are required to submit the following to the QAA Cell after every review:

- **Audit Minutes:** A detailed record of the audit conducted, including geotagged photographs, in both hard and soft copies.
- **Action Taken Report:** A report outlining the actions taken based on the audit findings as submitted by the respective department.
- **Compiled Report:** A comprehensive report summarizing all phases of the audit, submitted after the entire process is completed.


(R. K. Arora)
Registrar

F.No. MRU/REGR/2024/140

Dated: 05.09.2024

Copy to;

1. PVC
2. Members of the Committee
3. All Deans/Directors/HoDs
4. DR (Acad)/Dy. (Librarian)
5. Manager, HR
6. PS to VC (for information to Hon'ble Vice Chancellor)


(R. K. Arora)
Registrar