

TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

Delhi Road, Moradabad (U.P)

Phone No.: +91 9520966404

Email : jointregistrar@tmu.ac.in

Ref. No : TMU/R.O./2024-25/Adm/080(R4)

Date : 01.02.2025

Circular

Subject: Conduction of Internal Audit of Colleges/ Offices/Cells/ Centres/ Infrastructural Facilities from February 22-28, 2025

This is to inform all concerned that an **Internal Audit** will be conducted in all Constituent Colleges/Offices/Cells/Centres/Infrastructural Facilities from February 22-28, 2025. The audit aims to ensure compliance with University policies, reviewing of academic, research and administrative processes.

This internal audit is a comprehensive quality enhancement exercise to fulfil the mandatory requirements of Academic & Administrative Audit (AAA) to be conducted annually by IQAC, serving as a preparatory step for the upcoming two-day **External Audit** scheduled for March 10-11, 2025.

The following teams have been appointed to carry out the Internal audit:


S.No	Team	Member Name	Colleges/Offices/Cells	Date of Audit
1	Team A	Dr. Aditya Sharma (Registrar)	College of Computing Sciences & IT	22-Feb-2025 (Day-1)
			Faculty of Engineering	
		Dr. Vaibhav Rastogi (Joint Registrar)	Central Store & Purchase, Finance & Accounts office, Security office, Maintenance, Solar and Generator Plant, Admission Cell, Proctors Office, Internal Complaint Committee	24-Feb-2025 (Day-2)
			Dr. Piyush Mittal (Associate Dean- R&D)	Faculty of Nursing (TMCON, TPCON)
		Dr. Vipin Kumar (OSD to VC)	Teerthanker Mahaveer University College of Paramedical Sciences	27-Feb-2025 (Day-4)
			Department of Physiotherapy	
	ERP Cell, IT Cell & Surveillance, Transport office	28-Feb-2025 (Day-5)		
2	Team B	Dr. Manjula Jain (Dean Academics)	Teerthanker Mahaveer Medical College & Research Center	22-Feb-2025 (Day-1)
			TMU Hospital	

		Prof. S. P. Subashini (Dean, College of Nursing)	Teerthanker Mahaveer Dental College & Research Center; & OPD Centre	24-Feb-2025 (Day-2)
		Dr. Ashendra Saxena (Joint Controller of Examination)	Teerthanker Mahaveer College of Pharmacy	25-Feb-2025 (Day-3)
			Teerthanker Mahaveer College of Agricultural Science	27-Feb-2025 (Day-4)
			Horticulture, Biogas Plant, Vermicompost Plant, Teerthanker Vatika, Central Library, Centre for IKS, Centre for Jain Studies, Centre of Excellence (Ultratech)	
			Day Care, Guest House, Faculty Accommodation, Hostels, Mess, Cafeteria, Examination Cell	28-Feb-2025 (Day-5)
3	Team C	Dr. Nishith Mishra (Director IQAC)	Teerthanker Mahaveer Institute of Management & Technology (TMIMT)	22-Feb-2025 (Day-1)
		Dr. Amit Kansal (Associate Dean-Academics)	Centre of Excellence (Whizhack)	
			Faculty of Education	24-Feb-2025 (Day-2)
		Dr. Neha Anand (Assistant Director – Academics)	TMIMT College of Physical Education	25-Feb-2025 (Day-3)
			College of Fine Arts	
			Teerthanker Mahaveer College of Law & Legal Studies	27-Feb-2025 (Day-4)
			CTLD, R&D Cell, Incubation Centre, CRC	
			Alumni Cell, Web & Digital Marketing, STP, HR, DSW Office	28-Feb-2025 (Day-5)

- The respective Deans/Principals/Vice Principals/HoDs/Officials are requested to extend their full cooperation to the audit team and ensure that all relevant records and documents are prepared for the Academic & Administrative Audit (AAA).
- The audit teams are advised to submit a detailed report to the office of Registrar by March 04, 2025.
- The respective Deans/Principals/Vice Principals/HoDs/Officials are advised to comply with the deficiencies highlighted by the Internal Audit Team prior to the scheduled date of the External Audit.

- To improve the overall ambience of the College infrastructure, the respective Dean/Principal/Vice Principal is requested to prepare a plan for sunboards/signages/flexes and related materials. The designs should be developed in coordination with the Design Team and submitted to the Dean Students' Welfare (DSW) at studentswelfare@tmu.ac.in. The submitted items will be reviewed by the DSW and the IQAC office. Upon review, the final design and content will be forwarded to the Competent Authority for further approval.

This is issued with the approval of Hon'ble Vice Chancellor.



Dr. Vaibhav Rastogi
(Joint Registrar)
Joint Registrar
Teerthanker Mahaveer University
Moradabad

Copy to

- I**
1. P.S. to Hon'ble Chancellor for info. Please
 2. P.S. to Hon'ble Group Vice Chairman for info. Please
 3. Hon'ble Executive Director
 4. Registrar
 5. Director (Administration)
 6. Director (Hospital Administration)
 7. Director- Governance (Dental & Allied Health Sciences)
 8. Director HR
 9. Director (Accounts)
 10. Director (IQAC)
 11. Director (Admissions)
 12. Chief Warden
 13. Chief Proctor
 14. Finance Officer
 15. Jt. Registrar (Alumni Relations)
 16. Jt. Registrar (Gen Administration)
 17. Jt. Director (Security, Students Welfare & Admin.)
 18. Jt. Director (TMU Entrance Test)
 19. Deputy Registrar (Registration & Migration)
 20. Head (Social Media & Digital Marketing, ERP, IT)
 21. Head (Media)
 22. Manager (Media)
 23. Manager (Payroll)
 24. Manager (Transport)
 25. Electrical Engineer
 26. Engineer(s) (Civil, Electrical, Maintenance, Fire, Emergency, other essential staff)
 27. Sr. Executive (Constructions, Engg. & Maintenance)
 28. Executive (Purchase & Stores)
 29. Hostel Warden(s)
 30. Audio- Visual Section
 31. Guard File

- II**
1. Hon'ble Vice Chancellor
 2. Dean (Academics)
 3. Controller of Examinations
 4. Deans/ Principals/ HoDs
 5. Dean Students' Welfare
 6. Director (CTLD, CDOE)
 7. Associate Dean (R&D)
 8. Associate Dean (Academics)
 9. Associate Dean (Ph.D. Cell)
 10. University Librarian
 11. Joint Director (CRC)
 12. Member as above