



INTERNAL AUDIT COMMITTEE

Academic Year 2025–26

NOTICE – MEETING 1

A meeting of the Internal Audit Committee is scheduled to discuss and finalize the preparatory arrangements for the Internal Academic Audit of course files for odd semester of A.Y. 2025–26. All members are requested to attend the meeting and participate in the planning and allocation process.

All concerned members are requested to attend the meeting.

Date: 11.06.2026

Time: 12.30pm

Venue: Seminar Hall, Third Floor

Agenda

1. Confirmation of the purpose and scope of the Internal Academic Audit of course files.
2. Allotment/assignment of auditors to the departments/groups for the internal course file audit.
3. Discussion and revisit the checklist for course file audit.
4. Finalization of the timeline/schedule for department-level course file preparation, verification and internal audit.
5. Discussion on the role and responsibilities of NBA Program Coordinators in ensuring completion of the department-level course file audit before the Internal Academic Audit.
6. Procedure and format for submission of the department/course file audit report to the assigned auditor for internal verification.
7. Any other matter with the permission of the Chairperson.

Co-ordinator
Internal Audit Committee

Members to Attend the Meeting

Sr. No.	Name of Member	Position	Signature
1	Dr. Narendra Shekokar	Chairperson	
2	Dr. Vishakha Kelkar	Co-ordinator	
3	Dr. Satishkumar Chavan	Co-ordinator	
4	Dr. Ramchandra Mangrulkar	Member	
5	Dr. Ashok Tadamalle	Member	
6	Dr. Satishkumar Varma	Member	
7	Dr. Vinayak Khatawate	Member	
8	Dr. Nilesh Patil	Member	
9	Dr. Nilesh Marathe	Member	
10	Dr. Kranti Ghag	Member	
11	Dr. Poonam Kadam	Member	
12	Dr. Monika Mangla	Member	
13	Dr. Nilesh Rathod	Member	
14	Dr. Mrunal Rane	Member	
15	Dr. Gayatri Pandya	Member	
16	Dr. Ankita Jain	Member	
17	Dr. Ameya Kadam	Member	
18	Dr. Vishakha Shelke	Member	

INTERNAL AUDIT COMMITTEE

Academic Year 2025–26

MINUTES OF MEETING 1

Date	11.06.2026
Time	12.30pm
Venue	Seminar Hall, Third Floor
Chairperson	Dr. Narendra Shekokar

Members Present

Members of the Internal Audit Committee listed in this document attended the meeting.

Proceedings and Discussions

1. Auditor allotment

The committee discussed the allocation of auditors for the departments/groups and emphasized appropriate distribution of the audit responsibility for effective and timely verification of course files.

2. Course file audit checklist

The committee discussed the checklist to be used for internal course file audit. The checklist shall cover prescribed academic records such as lesson plan, syllabus coverage, academic diary, course file, CO–PO mapping and other applicable supporting documents.

3. Audit timeline

The timeline for course file preparation, department-level verification and internal audit was discussed. Departments were advised to complete documentation and verification within the prescribed schedule so that the internal audit can be conducted systematically.

4. Role of NBA Program Coordinators

NBA Program Coordinators were assigned the responsibility of coordinating the department-level course file audit before the Internal Academic Audit, ensuring that faculty members complete the required documentation and that gaps are identified and addressed in advance.

5. Submission of audit report

It was decided that the department-level course file audit report/verification report shall be submitted to the assigned auditor for internal course file audit and further review.

6. Follow-up

The coordinators and concerned departments shall comply with the finalized checklist and timeline. Any difficulty requiring committee-level intervention shall be brought to the notice of the Internal Audit Committee.

Decisions / Action Points

Sr. No.	Action Point	Responsibility	Timeline
1	Auditor allotment and department/group allocation	Co-ordinators / Internal Audit Committee	As per finalized audit schedule
2	Finalize and circulate course file audit checklist	Internal Audit Committee	Before commencement of audit
3	Complete department-level course file verification	NBA Program Coordinators / Departments	Before internal audit
4	Submit department-level audit/verification report to assigned auditor	NBA Program Coordinators	As per audit timeline

Prepared by
Co-ordinator, Internal Audit Committee

Approved by
Chairperson, Internal Audit Committee

INTERNAL AUDIT COMMITTEE

Academic Year 2025–26

NOTICE – MEETING 2

A meeting of the Internal Audit Committee is scheduled to review the observations and experiences of the Internal Academic Audit of course files for A.Y. 2025–26 and to finalize the follow-up actions.

All concerned members are requested to attend the meeting.

Date	29.09.2026
Time	2.00pm
Venue	Staff Lounge, Third Floor

Agenda

1. Review of the overall conduct of the Internal Academic Audit of course files.
2. Discussion on difficulties/challenges faced by auditors, NBA Program Coordinators and departments during preparation and audit.
3. Review and identification of gaps/non-conformities observed in course file preparation and maintenance.
4. Discussion on suggestions and measures to improve the course file preparation, documentation, verification and audit process.
5. Finalization of recommendations and responsibilities for closing the identified gaps.
6. Directions to NBA Program Coordinators to prepare and submit Action Taken Reports (ATRs) based on the audit recommendations/observations.
7. Finalization of timeline for submission and review of ATRs.
8. Any other matter with the permission of the Chairperson.

Co-ordinator
Internal Audit Committee

Members to Attend the Meeting

Sr. No.	Name of Member	Position	Signature
1	Dr. Narendra Shekokar	Chairperson	
2	Dr. Vishakha Kelkar	Co-ordinator	
3	Dr. Satishkumar Chavan	Co-ordinator	
4	Dr. Ramchandra Mangrulkar	Member	
5	Dr. Ashok Tadamalle	Member	
6	Dr. Satishkumar Varma	Member	
7	Dr. Vinayak Khatawate	Member	
8	Dr. Nilesh Patil	Member	
9	Dr. Nilesh Marathe	Member	
10	Dr. Kranti Ghag	Member	
11	Dr. Poonam Kadam	Member	
12	Dr. Monika Mangla	Member	
13	Dr. Nilesh Rathod	Member	
14	Dr. Mrunal Rane	Member	
15	Dr. Gayatri Pandya	Member	
16	Dr. Ankita Jain	Member	
17	Dr. Ameya Kadam	Member	
18	Dr. Vishakha Shelke	Member	

INTERNAL AUDIT COMMITTEE

Academic Year 2025–26

MINUTES OF MEETING 2

Date	29.09.2026
Time	2.00pm
Venue	Staff Lounge, Third Floor
Chairperson	Dr. Narendra Shekokar

Members Present

Members of the Internal Audit Committee listed in this document attended the meeting.

Proceedings and Discussions

1. Review of audit process

The committee reviewed the conduct of the Internal Academic Audit and discussed the overall experience of auditors, departments and NBA Program Coordinators.

2. Difficulties faced

The committee discussed difficulties encountered during preparation and verification of course files, including availability, completeness, consistency and timely maintenance of required academic records.

3. Gaps identified

The committee reviewed gaps/observations emerging from the audit and emphasized systematic documentation, timely updating of course files and compliance with the prescribed checklist.

4. Suggestions for improvement

Suggestions were discussed to improve the course file preparation and audit process, including early verification, use of a common checklist, department-level monitoring, timely rectification of observations and better coordination between faculty members, NBA Program Coordinators and auditors.

5. Action Taken Reports

It was decided that NBA Program Coordinators shall prepare Action Taken Reports (ATRs) against the recommendations/observations of the internal audit. The ATRs shall clearly indicate the identified gap, action taken, responsible person/department and status/evidence of compliance, as applicable.

6. Timeline and monitoring

NBA Program Coordinators shall submit the ATRs within the prescribed timeline. The Internal Audit Committee shall review the ATRs and monitor closure of major gaps/recommendations.

Decisions / Action Points

Sr. No.	Action Point	Responsibility	Timeline
1	Compile and communicate key gaps/observations	Auditors / Co-ordinators	After audit review
2	Rectify identified course file gaps	Concerned Departments / Faculty	As per recommendations
3	Prepare ATR against recommendations	NBA Program Coordinators	Within prescribed timeline
4	Review ATRs and monitor closure	Internal Audit Committee	As per follow-up schedule

Prepared by
Co-ordinator, Internal Audit Committee

Approved by
Chairperson, Internal Audit Committee