

**IMPORTANT**

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD  
Office of the Director Examinations

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Gen/Exams/2020/3001

26-11-2020

**Mechanism of Academic Audit of Courses Fall 2020**

An Academic Audit Committee (under chairmanship of Prof. Dr. Muhammad Nadeem Sheikh, Dean FET), constituted by Vice-President (Academics), IIU to conduct audit of course materials of the courses for Fall 2020 Semester.

2.0 Following are **the approved steps/processes for conducting academic audit for courses** registered in Fall 2020 to be followed by all concerned.

- i. HOD's should be involved and made responsible to conduct academic audit for LMS based online teaching/ learning process. All respected Deans shall supervise the entire procedure and progression.
- ii. HOD's will ensure that course material (week-wise / up to last week) is uploaded.
- iii. Student Registration and matters related to attendance will also be checked/monitored/regularized by the HOD through program offices and teachers. And to this effect assistance and expertise of LMS, IT and Exam team shall also be readily available as ever.
- iv. HODs shall further confirm that Run Time Lectures are recorded, saved and shared with them.
- v. Course material including Outlines/PPTs/ reference material /E-books/class activities etc should be uploaded in the Google class rooms.
- vi. All HoDs shall furnish a report (on prescribed format/proforma attached) on all the above mentioned functions/ processes through their respective Deans to the Convener of the Committee **on fortnightly basis under intimation to VP Academics.**
- vii. The Academic Audit Committee shall then further make random audit of courses viz a viz Academic Audit of Mid Term and Final Term Exams by making groups/clusters (meant for each faculty audit and to be shared soon) comprising the committee members including all Deans and report shall be shared to VP Academics.



Inam Ul Haq

Director Examinations

Member/secretary Academic Audit Committee

**Distribution:**

All Deans/DG IIIE/All HoDs/All Program Coordinators  
Director Academics/ Director IT/ All Exam Officers / LMS Team

C.c : SPS to President IIU/ Vice President Academics/Convener of the Committee

**International Islamic University Islamabad  
Faculty:**

Date: -----

Subject: **Fortnightly Academic Audit Report For Online Teaching**

Department of: \_\_\_\_\_ Program: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

<b>S. NO</b>	<b>ITEMS</b>	<b>STATUS/DETAIL</b>
1.	Material Uploaded upto last week	
2.	Run time lecture Recording	
3.	Student Attendance Record	
4.	Internet Connectivity issues reported	
5.	Registration of Students in courses	
6.	Courses Without Students	
7.	Any other issues	

**Signature of Head of Department**

**Signature of Dean**

**Convener Academic Audit Committee**

**Cc to: VP Academics**