

Ref. ITMU/RO/2023/202(b)

Date: 01/12/2023

Subject: Administrative Audit Committee Formation Notification for Academic Year 2022-23

Dear all,

As part of ITM University's commitment to academic and administrative excellence, the following Deans are requested to conduct their Administrative Audit for the academic year 2022-23 by 15/01/2024

1. Dean, School of Management
2. Dean, School of Pharmacy
3. Dean, School of Sports Education

The reports must adhere to the Administrative Audit Report Format as communicated in the official notification dated 08/05/2019. The following department should be included:

- a) For Administrative Audit -
- b) Admin
- c) HR
- d) Finance
- e) ERP
- f) Mess
- g) Hostel
- h) Exam
- i) Admission
- j) Bus services
- k) Maintenance
- l) Security

The audit should include details of accomplishments, challenges, and proposed improvements for the respective schools. Submit your reports to the Registrar's Office by the deadline for review and consolidation.

Sincerely,

Dr. Omveer Singh
Registrar, ITM University

REGISTRAR
ITM UNIVERSITY
Gwalior (M.P.)

1. PA to Chancellor for information of Hon'ble Chancellor
2. PA to Pro-Chancellor for information of Hon'ble Pro-Chancellor
3. PA to Vice Chancellor for information of Hon'ble Vice Chancellor
4. Registrar
5. Registrar office
6. Concerned
7. Office File (Main Copy)