**GOVERNMENT COLLEGE OF TECHNOLOGY, COIMBATORE 641 013**

**INTERNAL AUDIT REPORT**

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| Name of the Course | : |
| Year | : |
| Date of Audit | : |
| Chief Auditor | : |
| Second Auditors | : 1 |  |
|  | : 2 |  |

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| **I.** | **List of general documents to be produced by Department for Audit** |
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| 1) | Semester wise roll of the students |
| 2) | List of faculty |
| 3) | Up-to-date compendium/compilation/copy of regulations with updated entries of amendments, PEO, PO and CO reviews. |
| 4) | Daily students attendance register |
| 5) | Results of last 2 semesters |
| 6) | Copy of Internal Assessments |
| 7) | Internal Tests |
| 8) | Lesson plans by faculty members |
| 9) | Practical Records |
| 10) | Student Information System (Circulars related to students) |
| 11) | List of Assistant Examiners (Internal and Skilled Examiners list) |
| 12) | Audit report file |
| 13) | Warnings / Counseling register (Students) |
| 14) | Innovative work / SRF / Projects / Mini Project Reports |
| 15) | Papers / Projects by Faculty members |
| 16) | Feedback reports. |
| 17) | Academic Counseling record of faculty members based on feedback |
| 18) | Suggestion book / Registered complaints |
| 19) | Feedback from Industry |
| 20) | Action taken report since last audit  |
| 21) | Unit test question papers / Answer scripts |
| 22) | Students Extra Curricular / Co-curricular achievements |

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| **II.** | **List of Student Records Audited (5 minimum in each category, sample of Best / Average / Worst)** |
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|  Internal Test Marks, Attendance Register, Assignments / Tutorials, Internal Assessment Marks, Students Information System and Students Practical / Project Files of the following students were audited.  |
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| **Sl. No.**  | **Name of the Student** |
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| **III.** | **Faculty Records Audited** |
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|  Attendance and Record of class work and class record maintained by each Faculty, Statements of Marks, Internal Assessment, Lesson Plans, Papers presented by the Faculty members were audited for the following list of faculty. |
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| **Sl. No.**  | **Name of the Faculty** | **Department** |
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| **IV.** | **List of Students Interviewed** |
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| **Sl. No.**  | **Name of the Student** | **Signature** |
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| **V.** | **List of Faculty Interviewed** |
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| **Sl. No.**  | **Name of the Faculty** | **Department** | **Signature** |
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| **VI.** | **List of Faculty called for counseling as per record with brief details of the nature of counseling conducted.** |
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| **VII.** | **List of General observation on the following:** |
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| 1. | Internal Tests | : |
| 2. | Assignments | : |
| 3. | Maintenance of Records by the students | : |
| 4. | Correctness & Guidance to the students by faculty members | : |
| 5. | Lesson Plan and Curriculum Delivery Methods | : |
| 6. | Maintenance of Records by the Faculty Members | : |
| 7. | Awareness and adherence to the policy | : |

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| **VIII.** | **Any Innovating Development of Educational Methodology work towards Evaluation, Improved and Sharing Effective Curriculum Delivery and Evaluation Techniques.** |
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| **IX.** | **List of Non-conformities with University Policy and unacceptable Deficiency in Standards.** |
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| **X.** | **Any specific recommendations on Faculty Development.** |
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| **XI.** | **Any specific instance of Excellence** |
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| **XII.** | **Confidential Audit Report (if any)** |
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| **Name and Signature** | **Name and Signature** | **Name and Signature** |
| **Second Auditor** | **Second Auditor** | **Chief Auditor** |

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