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

**INTERNAL AUDIT REPORT - PG**

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| --- | --- | --- |
| Name of the Department | : |  |
| Name of the Programme | : |  |
| Academic Year | : |  |
| Date of Audit | : |  |
| Name of Auditors with designation | : |  |

Mention “✔” for available and “**x**” for not available

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **I.** | **Curricular Aspects** | | | | **Yes / No** |
| a. | Minutes of PAC meeting | | |  |
| b. | Minutes of BoS meeting | | |  |
| c. | Regulations, Curriculum and Syllabus Book | | |  |
| d. | Feedback from Stakeholders about Curriculum Revision | | |  |
| i) | | | Academic Expert |  |
| ii) | | | Industrial Expert |  |
| iii) | | | Alumni / Employer |  |
| v) | | | Students |  |
| **II.** | **Teaching – Learning Evaluation Process** | | | |  |
| 1. | | Course file of both theory and practical subjects along with duly signed checklist. (with CO – PO attainment) | |  |
| List of course file audited   |  |  |  |  | | --- | --- | --- | --- | | **S. No.** | **Course Code** | **Course Name** | **Name of the Faculty** | |  |  |  |  | |  |  |  |  | |  |  |  |  | | |  |
| 2. | | Work load allotment details | |  |
| 3. | | Rubrics for Theory / Practical courses | |  |
| 4. | | Class Committee Meeting minutes and Action Taken Reports | |  |
| 5. | | Warnings / Counselling Register (Students) | |  |
| 6. | | Results of last 2 semesters | |  |
| 7. | | Course End Survey forms | |  |
| 8 | | No. of active MoUs and Activities with proof | |  |
| **III.** | **Students Support and Progression** | | | |  |
| a. | | Students Bio-data file | |  |
| b. | | Details of students completing NPTEL / Online courses with proof | |  |
| c. | | Number of students clearing Competitive Exams & Higher Studies with proof | |  |
| d. | | Details of guest/technical lectures arranged for students and reports | |  |
| e. | | Details of industrial visits arranged for students and detailed reports with photographs | |  |
| f. | | Details of Placement trainings provided to students | |  |
| g. | | Details of workshops conducted on Entrepreneurship /IPR/Innovative Practices and detailed reports | |  |
| h. | | Details of Internship/Summer Training attended by the Students and reports. | |  |
| i. | | Students Achievements with proof | |  |
| j. | | No. of Paper publication in Journal / Conference by Students with proof | |  |
| k. | | Consultancy Projects / Field visits | |  |
| l. | | Projects done in Industries / Industry collaborative projects with project reports | |  |
| m. | | Faculty Evaluation form and Feedback reports | |  |
| n. | | Log book / Entry register for practical classes | |  |
| **IV.** | **Infrastructure** | | | |  |
| a. | | Details of new Research labs  (If Yes, mention the name and area of lab) | |  |
| b. | | Details of New equipment/facilities added for the revision of curriculum/Syllabi  (If Yes, mention name & cost of equipment) | |  |
| **V.** | **Adherence of Academic Calendar as per schedule**  If No, mention the following   |  |  |  |  | | --- | --- | --- | --- | | **S. No.** | **Actual Date of Test** | **Reasons for Changes** | **Revised Date of Test** | |  |  |  |  | |  |  |  |  | | | | | **Yes / No** |
| **VI. Audit report file and action taken report since last audit.** | | | | | |
| **VII. Best Practices in the department regarding Teaching – Learning.** | | | | | |
| **VIII. Any specific suggestions/recommendations for improvement.** | | | | | |
| **IX. Confidential Audit Report (if any).** | | | | | |

**Name and Signature Name and Signature Name and Signature**

**Second Auditor Second Auditor Chief Auditor**