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

**INTERNAL AUDIT REPORT - UG**

|  |  |  |
| --- | --- | --- |
| 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. | | List of students with HOD’s signature | | |  |
| 2. | | List of faculty details with HOD’s signature (Permanent / Temporary) | | |  |
| 3. | | 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** | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |  |
|  | 4. | | Rubrics for Theory / Practical courses | | |  |
|  | 5. | | Mentor – Mentee meeting minutes with list of mentors | | |  |
| 6. | | Class Committee Meeting minutes and Action Taken Reports | | |  |
| 7. | | Warnings / Counselling Register (Students) | | |  |
| 8. | | Results of last 2 semesters | | |  |
| 9a) | | List of Slow learner and proof for Action Taken | | |  |
| 9b) | | List of Fast learner and proof for their Activities | | |  |
| 10 | | 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 NET/UPSE/CAT/GATE/GRE/IELTS Exams with score cards | |  |
| 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 and offer letters for placed 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 Extra Curricular / Co-curricular Achievements with certificate proof. (Innovative Work / SRF / Participation in competition / Hackathons / Paper Presentation / Sports) | |  |
| j. | | | No. of Paper publication in Journal / Conference / Patent by Students with proof | |  |
| k. | | | Details of Awards / Prizes received by the students with certificate and photograph | |  |
| 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** | **Contribution by all faculty in the department** | | | | |  |
| a. | | | FDP organised | |  |
| b. | | | FDP Attended | |  |
| c. | | | Video Lectures developed | |  |
| d. | | | Publication Details (SCI, Scopus and UGC indexed) | |  |
| e. | | | Awards | |  |
| f. | | | Patents (Filed and Granted) | |  |
| g. | | | Interaction with outside world | |  |
| h. | | | Ph.D Guiding & Completed in the current academic year | |  |
| i. | | | Funded R& D and consultancy projects | |  |
| **V.** | **Infrastructure** | | | | |  |
| a. | | | Details of New laboratory added  (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) | |  |
| **VI.** | **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**