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

**INTERNAL AUDIT REPORT - UG**

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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

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|  |
| **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

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| --- | --- | --- | --- |
| **S. No.** | **Course Code** | **Course Name** | **Name of the Faculty** |
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|  | 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

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| --- | --- | --- | --- |
| **S. No.** | **Actual Date of Test** | **Reasons for Changes** | **Revised Date of Test** |
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|  |  |  |  |

 |  **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**