



**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE**  
(UGC-AUTONOMOUS INSTITUTION)  
Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi  
NAAC Accredited with A+ Grade, NIRF India Rankings 2022 - Band: 251 - 300 (Engg.)  
NBA Accredited - B.Tech. (CIVIL, CSE, ECE, EEE, MECH), MBA & MCA  
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**PLACEMENT DEPARTMENT AUDIT FORMAT**

**Date:**

**Kindly Provide the Rating for the following Items:**

<b>Rating (Range)</b>	<b>5 (90 %-100 %)</b>	<b>4 (75 %- 89 %)</b>	<b>3 (60 %-74 %)</b>	<b>2 (50 %-59 %)</b>	<b>1 (Less than 50%)</b>
<b>Quality Metrics</b>	<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>

<b>Items</b>	<b>Rating</b>	<b>Observation</b>
In-house Training		
Company Specific External Training		
MOCK Test Conducted		

**Signature of the Auditor**

**Signature of the In-charge**

**Signature of Principal**



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Items	Rating	Observation
Companies Visited On-Campus		
Students Participation in On-Campus Drives		
Students Placement Offers Received (On-Campus)		
Placed Students list (On-Campus) Department Wise		
Details of Dual / Multiples Placements – Department Wise		
Details of Median Salary (On-Campus)		

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Items	Rating	Observation
Placed Students list(Off-Campus)		
Details pertaining to Internships(National / International)		
MOU's / Linkages with Industries		
Activities related to Career Guidance		

## Suggestions for Improvement:

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## GENERAL MAINTENANCE AUDIT FORMAT

Kindly Provide the Rating for the following Items:

Date:

<b>Rating (Range)</b>	<b>5 (90 %-100 %)</b>	<b>4 (75 %- 89 %)</b>	<b>3 (60 %-74 %)</b>	<b>2 (50 %-59 %)</b>	<b>1 (Less than 50%)</b>
<b>Quality Metrics</b>	<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>

<b>Items</b>	<b>Rating</b>	<b>Observation</b>
General Maintenance (Stock of Items Procured)		
Lift Maintenance		
RO Water Maintenance		

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Items	Rating	Observation
Sewage Water Treatment Maintenance		
Power-House Maintenance		
Electrical Maintenance		
Solar Plant Maintenance		
Fire Extinguisher		
Washroom Maintenance		

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## Suggestions for Improvement:

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## IT INFRASTRUCTURE MAINTENANCE AUDIT FORMAT

Date:

Kindly Provide the Rating for the following Items:

Rating (Range)	5 (90 %-100 %)	4 (75 %- 89 %)	3 (60 %-74 %)	2 (50 %-59 %)	1 (Less than 50%)
Quality Metrics	Excellent	Very Good	Good	Average	Poor

Items	Rating	Observation
Stock Register (IT Infrastructure)		
PC / Hardware Maintenance		
UPS Back Ups		

Signature of the Auditor

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Items	Rating	Observation
Server Back Ups		
External Audit for IT Laboratories		
E-waste Maintenance		

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### PURCHASE AUDIT FORMAT

Date:

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Quality Metrics	Excellent	Very Good	Good	Average	Poor

Items	Rating	Observation
Requisition / Permission Letter for Purchase		
Approval /Sanction		
Comparative Statements (Quotations)		

Signature of the Auditor

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Items	Rating	Observation
Invoice / Purchase Order		
Installation of Equipment / Software		
Total Amount		
Stock Register		

## Suggestions for Improvement:

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## LIBRARY AUDIT FORMAT

Date:

Kindly Provide the Rating for the following Items:

Rating (Range)	5 (90 %-100 %)	4 (75 %- 89 %)	3 (60 %-74 %)	2 (50 %-59 %)	1 (Less than 50%)
Quality Metrics	Excellent	Very Good	Good	Average	Poor

Items	Rating	Observation
Notification / Call for Indent		
Indent Form for Procurement of Books / Journals		
Quotation for Purchase		

Signature of the Auditor

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Items	Rating	Observation
Budget Approval		
E-Journal Subscription/Printed Journals		
Stock Register		
E-Resources Usage Report		
Visitor Register		
Last Accession Number		

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**Signature of Principal**



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Items	Rating	Observation
Photocopy Facility		

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## TRANSPORT DEPARTMENT AUDIT FORMAT

Date:

Kindly Provide the Rating for the following Items:

Rating (Range)	5 (90 %-100 %)	4 (75 %- 89 %)	3 (60 %-74 %)	2 (50 %-59 %)	1 (Less than 50%)
Quality Metrics	Excellent	Very Good	Good	Average	Poor

Items	Rating	Observation
Driver Profile		
Vehicle Documents		
Vehicle Maintenance and Service		

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Items	Rating	Observation
Fuel Filling (Indent Book)		
Requisition Form for Vehicle (Special Trip)		
Accident / Insurance Claims		

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--

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## EXAMINATION SECTION AUDIT FORMAT

Date:

Kindly Provide the Rating for the following Items:

Rating (Range)	5 (90 %-100 %)	4 (75 %- 89 %)	3 (60 %-74 %)	2 (50 %-59 %)	1 (Less than 50%)
Quality Metrics	Excellent	Very Good	Good	Average	Poor

Items	Rating	Observation
Publishing of Mid Term Test Time Table		
Notification of End Semester Examination		
Publishing Theory / Practical EndSemester Examinations Time Table		

Signature of the Auditor

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Items	Rating	Observation
Question Paper (Mid Term Test /End Semester Examination)		
Invigilation Details (Mid Term Test / End Semester Examination)		
Hall Arrangements (Mid Term Test / End Semester Examination)		
Attendance (Mid Term Test / End Semester Examination)		
Submission of Continuous Internal Assessment Marks		

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Items	Rating	Observation
Spot Evaluation (Double Valuation)		
Processing of Results		
Result Passing Committee Meeting		
Publication of Results		
Recounting Notification		
Issue of Certificates		

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Items	Rating	Observation
Examination Cell Infrastructure		
Student Verification		

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## ADMISSION AUDIT FORMAT

Kindly Provide the Rating for the following Items:

Date:

Rating (Range)	5 (90 %-100 %)	4 (75 %- 89 %)	3 (60 %-74 %)	2 (50 %-59 %)	1 (Less than 50%)
Quality Metrics	Excellent	Very Good	Good	Average	Poor

Items	Rating	Observation
AICTE/ JNTUA Affiliation letter for UG/PG Programmes		
Institute Brochure for Admission		
Admission Campaigning		
Program wise Intake approved by AICTE		

Signature of the Auditor

Signature of the In-charge

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Items	Rating	Observation
Program wise Intake for Convener Quota and Management Quota		
Fee structure for UG/PG Programmes - Convener Quota / Management Quota		
Convener Seats filled in Phase I/II/III		
Final regular enrolled seats through Convener Quota Department Wise		
Management Quota Applications		

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Items	Rating	Observation
Management Seats filled		
Lapsed seat details Programme Wise		
Lateral Entry admission Intake		
Lateral Entry Counseling allotment		
Lateral Entry Management Quota Seats filled		
Final enrollment list – Lateral students – Department wise		

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## HR AUDIT FORMAT

Kindly Provide the Rating for the following Items:

Date:

Rating (Range)	5 (90 %-100 %)	4 (75 %- 89 %)	3 (60 %-74 %)	2 (50 %-59 %)	1 (Less than 50%)
Quality Metrics	Excellent	Very Good	Good	Average	Poor

Items	Rating	Observation
<b>Management Policies</b>		
Are the working timings clearly defined for employees?		
Are the HR Rules and Regulations for employees disseminated properly?		

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Items	Rating	Observation
<b>Recruitment &amp; Selection</b>		
Does each position within the institute have a job description?		
Are the job descriptions updated periodically?		
Are faculty requirements collected from each department?		
Whether advertisements are published for recruitment.		
Does HR department perform initial screening of the applicants?		
Whether details of the interview schedule are informed to the applicants well in advance.		

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Items	Rating	Observation
Are interview panel members selected based on the specialization.		
Whether interview panel members comments/reports are filed properly.		
Is appointment letter/Offer letter given as per the policy?		
Is sufficient time offered for reporting to the selected applicants?		
Whether employees are informed about their benefits?		
Exit interviews for faculty members / staff getting relieved is done		

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Items	Rating	Observation
<b>Training / Assessment of Faculty / Staff Members</b>		
Is quality and quantity of work evaluated based on performance appraisal?		
Do new employees receive the training on pedagogy?		
Are employees provided with opportunities to further enhancing their skills?		
<b>Documentation</b>		
Do all the employees maintain personal file?		
Are employees service registers maintained?		

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Items	Rating	Observation
Whether Incentive Policies are in force?		
Whether Incentives are provided to employees as per the incentive policy.		
Whether joining reports are filed appropriately		
Whether employees resignation letters are clearly documented.		
Provide information, whether relieving orders are filed appropriately?		
Whether salary slips are provided to employees?		
Whether salary acquaintance registers duly signed are maintained.		
Are employees feedback collected?		

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**Signature of Principal**