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 2024 - Band: 201 - 300 (Engg.)
NBA Accredited - B.Tech. (CIVIL, CSE, ECE, EEE, MECH, CST), MBA & MCA
www.mits.ac.in

EXTERNAL AUDIT CHECK LIST

NAME OF THE DEPARTMENT _____   **Date_____**

NAME OF THE AUDITOR_____

Criterion	Items	Verification (Yes/No)	Observation	Suggestions for Improvement
Program Curriculum	Steps followed in Design of Syllabus & Curriculum			
	Contents of the Curriculum			
	Validation Done			
	Credits Allocated			
	Curriculum, POs, PEOs, Mission and Vision tatements			
	Mapping of Course Outcomes with Program Outcomes			
	Rubrics developed to validate the POs			
Teaching Learning Process	Teaching Methodologies & Aids			
	E learning modules			
	Project work UG/PG			
	Direct & Indirect Assessment Tools			
	Strategies for Slow Learners - Remedial Classes			
	Parents Meeting: Students' Progress			
	Students Feedback on Faculty & Analysis and Action taken			
	Stakeholder's Feedback Analysis and Action taken			

Signature of the Auditor   **Signature of HOD**   **Signature of Principal**

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Criterion	Items	Verification (Yes/No)	Observation	Suggestion for Improvement
Faculty Contribution	Funded Projects Completed & Ongoing			
	Faculty Participation in Conference/FDP/STTP/ Seminar/Guest Lectures/ Webinars/Workshop			
	Research Publications/Articles/Books /Book Chapters /Conferences Published			
	Faculty Certification of MOOCs through SWAYAM & other Government programs			
	Faculty Contribution in Developing E-Content			
	Faculty as Resource Persons			
	Faculty Achievements			
	PhD awarded during the year			
Department Activities	MOUs Signed			
	Consultancy			
	Collaborations			
	Conference/FDP/Seminar/Workshop/ Symposium organized			
	Guest Lecture/Training Program/Webinar/ Awareness Program conducted			
	Extension Activity			
	Interaction with Industry/Research Centers and Educational Institutions			
	Professional Society Activities			

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Criterion	Items	Verification (Yes/No)	Observation	Suggestion for Improvement
Students Support & Progression	Certifications: Online and Blended Learning (Online courses through NPTEL SWAYAM etc.)			
	Involvement in Extracurricular and Co-Curricular Activities			
	Industrial Visit			
	Internship (National & International)			
	International Admissions			
	Student Achievements			
	Placement			
	GATE and other Competitive Exams File			
Facilities & Technical Support	No of Class Rooms			
	No of Labs			
	No of Computers			
	Department Budget Allocations and Utilization			
	Technical Man Power Support			
Continuous Improvements	Improvement in Curriculum for Mapping POs and PSOs			
	Records of New Program specific Facility created			
	Records of Overall Program Specific Improvements			
	Newsletter/Magazine			
	Student Alumni File			
	Best Practices in the Department			

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MITS Internal Quality Assurance Cell

EXTERNAL AUDIT CHECK LIST

Please write additional comments in the space below:

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IQAC
MITS Internal Quality Assurance Cell

Academic Audit	
	Date of Audit___/___/___
Name of the Auditor :	
Name of the Department being Audited :	

Documents to be Verified	Auditors Comment
Attendance Registers duly filled in all regards and signed by the concerned Head of the Department (Blue Books & Yellow Books)	
Random verification of Answer scripts (Internal -- Department Office and External – Controller of Examinations' Office)	
CO-PO Attainment Calculations	
Minutes of Board of Studies and DAB ,PAC & IAAB Meeting Minutes	
Documentation of Academic Schedule, Calendars, Department Events, Feedback on Curriculum etc.	
Documentation of Faculty course files, Personal Files, Research Contributions and Achievements	

Signature of the Auditor   **Signature of HOD**   **Signature of Principal**

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Academic Audit	
	Date of Audit___/___/___

Name of the Auditor :

Name of the Department being audited :

Documents to be verified	**Auditors comment**
Documentation of Student Pass Percentage, Analysis of Student Backlogs and the measures undertaken, No. of students cleared the Programme within the stipulated time, Student Achievements etc.	
Equipment/Software Procured in the last year, Calibration Details, Master Manuals. usage Register, Stock Registers etc.	
Minutes of Department Meetings	
Timetables & Workload	
SFR Calculations for the Academic Year ( )	
Mentoring	

Signature of the Auditor　　　　　　**Signature of HOD**　　　　　　**Signature of Principal**

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SWOC Analysis Report

Strengths:

Weaknesses:

Suggestions for Improvement:

Signature of the Auditor   **Signature of HOD**   **Signature of Principal**