



MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC - AUTONOMOUS)

Approved by AICTE, New Delhi and Affiliated to JNTUA, Anantapuramu

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PLACEMENT 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
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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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)		
Placed Students list (Off-Campus)		

Signature of the Auditor

Signature of the In-charge

Signature of Principal



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Details pertaining to Internships (National / International)		
MOU's / Linkages with Industries		
Activities related to Career Guidance		

Suggestions for Improvement:

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Signature of the Auditor

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GENERAL 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
General Maintenance (Stock of Items Procured)		
Lift Maintenance		
RO Water Maintenance		

Signature of the Auditor

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

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IT INFRASTRUCTURE MAINTENANCE AUDIT FORMAT

Date:

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

Suggestions for Improvement:

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PURCHASE AUDIT FORMAT

Date:

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

Signature of the Auditor

Signature of the In-charge

Signature of Principal



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

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Photocopy Facility		
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TRANSPORT DEPARTMENT AUDIT FORMAT

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Quality Metrics	Excellent	Very Good	Good	Average	Poor

Items	Rating	Observation
Driver Profile		
Vehicle Documents		
Vehicle Maintenance and Service		

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

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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 End Semester Examinations Time Table		

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

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Examination Cell Infrastructure		
Student Verification		

Suggestions for Improvement:

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